

MICHIGAN DEPARTMENT OF EDUCATION  
Office of Professional Preparation Services

# REFERENCE MANUAL

Fall 2006



<http://www.michigan.gov/opps>

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## OPPS Staff Directory

<b>GENERAL CERTIFICATION QUESTIONS</b>		517-241-4410
<b>Flora L. Jenkins</b>	Director Office of Professional Preparation Services	517-373-6505
<b>Catherine Smith</b>	Supervisor, Professional Preparation & Dev. Unit Higher Education Programs and Accountability Michigan Test for Teacher Certification	517-335-0874
<b>Frank Ciloski</b>	Supervisor, Client Services Unit	517-373-6791
<b>Anthony Beal</b>	University Recommendations for Professional Certs. Reinstatements Duplicate (copies of) certificates	517-335-0580
<b>Jo Anne Gibson</b>	Vocational Education: Interim Occupational Authorizations Annual Vocational Authorizations School Nurse Certificates University Recommendations for Provisional Certs.	517-335-0585
<b>Beatrice M. Harrison</b>	Teacher Certification Applications/Issues School Counselor Authorizations, Endorsements, and Licenses, School Counselor Tenure Issues, School Counselor Administrative Rule Issues	517-241-0046
<b>Marleen Higbee</b>	University Recommendations for Preliminary School Psychologist & School Psychologist Certs. Professional Renewals Occupational Renewals School Psychologist Renewals	517-335-0581
<b>Ghada Khoury</b>	Higher Education Act Title II-Teacher Quality No Child Left Behind Reporting Office Quality Assurance	517-373-1925
<b>Susan Koenigsknecht</b>	State Board-Continuing Education Units	517-241-4928
<b>Open position</b>	ESEA Title II, Part A Professional Development Competitive Grants Professional Development, Administrator Preparation Standards	517-335-1151
<b>David Ratajik</b>	Troops to Teachers Emergency Management Homeland Defense	517-373-9732 <b>toll free #</b> 1-866-801-0007
<b>Krista Ried</b>	Paraprofessional Programs Teacher Certification Applications/Issues NCLB National Board Certification Highly Qualified Paraprofessionals and Teachers	517-373-0699

<b>Bonnie Rockafellow</b>	Mentoring/Induction Programs Specialty Program Standards, Approval – English, Language Arts, Speech, Journalism, Reading, World Languages, Music, Early Childhood, Bilingual, ESL, Elementary	517-373-7861
<b>Jim Sory</b>	Teacher Certification Applications/Issues Foreign Applicants Special Education	517-335-0583
<b>Steve Stegink</b>	Michigan Test for Teacher Certification Specialty Program Standards, Approval – Biology, Chemistry, Computer Science, Earth/Space Science, Environmental Science, Health, Integrated Science, Mathematics, Middle Level, Physical Education, Physical Science, Physics, Special Education, Guidance and Counseling, School Psychologist	517-241-4945
<b>Karen Taylor</b>	Teacher Permits [Day-to-Day, Full-Year, Emergency [1233(b)]]	517-373-6895
<b>Stephanie Whiteside</b>	Professional Standards and Practices Certificate Suspension and Revocation	517-335-1167
<b>Rosheeda Whitthorne</b>	Administrator Continuing Education Requirements Teacher Certification Applications/Issues School Psychologist Certification	517-241-2200
<b>Sue Wittick</b>	Initial Approval of Teacher Preparation Institutions NCATE/Periodic Review of Colleges of Education Specialty Program Standards, Approval – Social Studies, Visual Arts, Industrial Technology, Business, Family and Consumer Science, Library Media, Agriscience, Educational Technology, Fine Arts, Vocational Programs, First Aid/CPR	517-241-0172

## OFFICE OF PROFESSIONAL PREPARATION SERVICES

*Dr. Flora L. Jenkins, Director (517) 373-6505*

[JenkinsF@michigan.gov](mailto:JenkinsF@michigan.gov)

### **About the Office**

Michigan law requires that a person employed in an elementary or secondary school with instructional responsibilities shall hold a certificate, permit, or vocational authorization valid for the positions to which he/she is assigned. Within the MDE, the Office of Professional Preparation Services (OPPS) is the organization unit to which compliance with this requirement is assigned.

This office fosters the educational achievement of all Michigan youth and adults by ensuring that all professional school personnel complete quality preparation and professional development programs that meet standards established by the Michigan legislature, the State Board of Education, and the Superintendent of Public Instruction.

The mission of the OPPS is to provide leadership through collaboration with intradepartmental units, other state and national agencies, professional organizations, higher education institutions, and school districts to develop, implement, monitor, and improve the efficiency and effectiveness of systems for the preparation, licensure, approval, and continued professional development of Michigan's Pre-K-12 educational personnel.

### **PROFESSIONAL PREPARATION AND DEVELOPMENT**

*Dr. Catherine Smith, Supervisor (517) 335-0874*

[SmithCB@michigan.gov](mailto:SmithCB@michigan.gov)

The mission of the Professional Preparation and Development Unit is to ensure, with and through other programs and agencies, that high professional standards of quality are established, applied, and maintained in a systematic manner for: the development, design approval, and reapproval of preparation programs for preservice educational personnel; the assessment of required skills and knowledge for certification; and the professional development of educational personnel. This mission is accomplished through the following program areas:

- **INITIAL APPROVAL OF AN INSTITUTION AS A TEACHER PREPARATION INSTITUTION**

*Ms. Sue Wittick (517) 241-0172, Dr. Bonnie Rockafellow (517) 373-7861, Dr. Steven Stegink (517) 241-4945, or Dr. Catherine Smith (517) 335-0874.*

Institutions seeking initial approval to offer teacher preparation programs must meet standards approved by the State Board of Education.

- **PERIODIC REVIEW OF TEACHER PREPARATION INSTITUTION UNITS**

*Ms. Sue Wittick (517) 241-0172.* Institutions approved for teacher preparation are reapproved every five years. As a partnership state with the National Council for the Accreditation of Teacher Education (NCATE), Michigan and NCATE share information and processes. A similar partnership relationship with the Teacher Education Accreditation Council (TEAC) has been approved.

- **SPECIALTY PROGRAM STANDARDS DEVELOPMENT, PROGRAM APPROVAL AND REAPPROVAL**  
*Dr. Bonnie Rockafellow (517) 373-7861, Dr. Steven Stegink (517) 241-4945, and Ms. Sue Wittick (517) 241-0172.* Specialty programs that meet Michigan standards and requirements are approved by the State Superintendent of Public Instruction. These programs prepare candidates for certificate endorsements at the undergraduate (majors and minors) and graduate levels.
- **ADMINISTRATOR PREPARATION STANDARDS**  
*Open position (517) 335-1551.* The Michigan State Board of Education has approved standards for the preparation of school principals. Michigan institutions of higher education are invited to submit an application for state approval of their principal preparation program in alignment with these standards.
- **PROFESSIONAL DEVELOPMENT FOR MICHIGAN EDUCATORS**  
*Open position (517) 335-1151.* Advises Michigan schools and personnel about Michigan's requirements for professional learning as defined by the State Board of Education and legislated by Michigan's Revised School Code 380.1527. Leadership, interpretation, and recommendations are provided.
- **NEW TEACHER INDUCTION/TEACHER MENTORING PROGRAM**  
*Dr. Bonnie Rockafellow (517) 373-7861.* Ensures compliance with Section 1526 of PA 335 1993) to implement the new teacher induction, teacher mentoring program. Leadership, support, technical assistance, and monitoring of the new teacher induction/teacher mentoring program is provided.
- **ESEA TITLE II, PART A(3) COMPETITIVE PROFESSIONAL DEVELOPMENT GRANT PROGRAM**  
*Open position (517) 335-1151.* A federal grant program, which awards grants to higher education institutions to provide professional development opportunities for new and practicing teachers in the core curricular subjects in partnership with local education agencies. This grant program is coordinated with the corresponding formula Title II program to K-12 school districts.
- **ALTERNATIVE/EXPERIMENTAL TEACHER PREPARATION APPROACHES**  
*Dr. Catherine Smith (517) 335-0874.* Approved Michigan teacher preparation institutions may request waiver of some requirements for trying out research-based new approaches.
- **MICHIGAN TEST FOR TEACHER CERTIFICATION**  
*Dr. Steven Stegink (517) 241-4945.* This is a mandated testing program that requires each candidate for teacher certification to pass examinations. This program consists of three types of examinations: basic skills test (reading, writing, and mathematics), specialty area examinations for each endorsement area in which an individual seeks to teach, and a comprehensive elementary examination for those seeking elementary certification.

- **ADMINISTRATIVE ASSISTANCE AND SUPPORT TO ADVISORY GROUPS**

The Professional Preparation and Development Unit provides administrative assistance and support services to the following advisory councils:

- **Teacher Examination Advisory Committee**  
*Dr. Steven Stegink (517) 241-4945.* Makes recommendations to the State Board of Education regarding the selection and development of basic skills and subject area examinations for the Michigan Test for Teacher Certification.
- **Standing Technical Advisory Council**  
*Dr. Steven Stegink (517) 241-4945.* Advises the State Board of Education and the Teacher Examination Advisory Committee on the validity, reliability, and other technical standards of the Michigan Test for Teacher Certification.
- **Professional Standards Commission for Teachers**  
*Dr. Bonnie Rockafellow (517) 373-7861.* Advises the State Board of Education on matters pertaining to standards and programs for the preparation and certification of teachers.
- **Periodic Review Council**  
*Ms. Sue Wittick (517) 241-0172.* Advises the State Board of Education on procedures and standards for the review of Michigan's teacher preparation institutions.

## **CLIENT SERVICES**

*Dr. Frank Ciloski, Supervisor (517) 373-6791*

[CiloskiF@michigan.gov](mailto:CiloskiF@michigan.gov)

The mission of the Client Services Unit is to ensure that all educational personnel seeking certification who meet all legal requirements are processed in an expedient and efficient manner, and to ensure that Michigan schools employ fully certificated educators for positions requiring state licensure. This mission is accomplished through:

1. **Dissemination**  
All Client Services Unit staff provide accurate and up-to-date information regarding certification rules and regulations and are responsible for responding to individual applicants, state agencies, legislative offices, institutions of higher learning, local and intermediate school districts, public school academies, private schools, and professional organizations.
2. **Technical Assistance and Support**  
The Client Services Unit conducts inservice sessions and seminars for faculty and staff of the teacher preparation institutions and administrative personnel of all school districts, public school academies, and other organizations regarding existing, revised and/or new certification rules, regulations, policies and/or procedures concerning educational personnel; and

3. Certificate and Permit Approval

The Client Services Unit continually reviews, approves, and processes the following:

***Dr. Frank Ciloski (517) 373-6791***

Teacher certification

Teacher certification nullification

Alternative routes to certification

***Karen Taylor (517) 373-6895***

Applications for substitute, full-year, and emergency permits submitted annually by local and intermediate school districts, public school academies, and private schools.

***Jo Anne Gibson (517) 335-0585***

Interim, Standard, and Professional School Nurse certificates

Annual Vocational Authorizations

In-state teacher recommendations

***Jim Sory (517) 335-0583***

Applications from out-of-state candidates for initial Provisional and

Professional Education teaching certificates

Foreign applicants for teaching certificates

***Andy Beal (517) 335-0580 or Jo Anne Gibson (517) 335-0585***

Recommendations for Professional and Occupational Education certificates,

Additional endorsements on teaching certificates, Provisional certificate

Renewals, and Permanent and Continuing certificate reinstatements

Two-year extension of Provisional certificates

***Beatrice M. Harrison (517) 241-0046***

School Counselor licensure and out-of-state Provisional/Professional

applications, School Counselor Tenure Issues, School Counselor

administrative rules issues

***Marleen Higbee (517) 335-0581***

Recommendations for all advanced certificate renewals

Renewal of Professional Education certificates

***Stephanie Whiteside (517) 335-1167***

Revocation and suspension of certificates

Professional standards and practices

***Krista Ried (517) 373-0699***

Paraprofessionals

NCLB

National Board certification

Highly qualified teachers and paraprofessionals

Out-of-state candidates for initial Provisional and Professional Education

teaching certificates

***David Ratajik (517) 373-3972***

Troops to Teachers Program Manager

Homeland Defense Liaison

Emergency Management Planning



***Rosheeda Whitthorne (517) 241-2200***

Applications from out-of-state candidates for initial Provisional and Professional Education teaching certificates, Preliminary and School Psychologist certificates, additional endorsements on teaching certificates, Provisional certificate renewals  
Administrator continuing education requirements

- **NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS**

***Krista Ried (517) 373-0699.*** A federal and state subsidy grant program for teacher candidates seeking National Board certification awarded by the National Board for Professional Teaching Standards. The federal and state subsidy programs will each subsidize up to one half of the cost of application for certification. Grants awarded annually to teachers on the basis of demonstrated interest and availability of funds.

- **TEACHER CERTIFICATION NULLIFICATION**

***Dr. Frank Ciloski (517) 373-6791.*** Administers the nullification of one or more endorsements on a teaching certificate or a grade level on the certificate upon request. Once nullified, the endorsement or certificate level can never be reissued.

- **REVOCATION AND SUSPENSION OF CERTIFICATES**

***Ms. Stephanie Whiteside (517) 335-1167.*** Investigates instances of teachers and other certified or approved school personnel with criminal convictions or fraudulent use of teaching certificates and administers action to grant with conditions, suspend and/or revoke, or deny certificates when appropriate.

- **STATE BOARD-CONTINUING EDUCATION UNITS (SB-CEUs)**

***Ms. Susan Koenigsknecht (517) 241-4928.*** Provides school administrators, school psychologists, and holders of professional education and/or occupational education teaching certificates an alternative to the use of college credit for certificate renewal, in compliance with the policies and procedures established by the State Board of Education.

- **HIGHER EDUCATION ACT TITLE II**

***Dr. Ghada Khoury (517) 373-1925.*** Collects data and compiles an annual report on the status of teacher preparation programs in graduating successful teacher candidates.

- **TROOPS TO TEACHERS PROGRAM**

***Dr. David Ratajik (517) 373-9732.*** Provides opportunities for active duty and reserve military personnel to transition to classroom teaching as a second career. Participants must be certified and may receive financial assistance. The focus is upon high-needs schools in the content areas of mathematics, science, special education, and foreign languages.

- **SCHOOL ADMINISTRATOR CONTINUING EDUCATION UNITS (SB-CEUs)**

***Ms. Rosheeda Whitthorne (517) 241-2200.*** Investigates instances of school administrators who are not in compliance of meeting continuing education requirements. Requirement policy established by the State Board of Education.

- **SCHOOL PSYCHOLOGIST CERTIFICATION**

*Ms. Rosheeda Whitthorne (517) 241-2200.*

- **SCHOOL COUNSELOR LICENSURE**

*Ms. Beatrice M. Harrison (517) 241-0046.* Issues in- and out-of-state school counselor credentials. Addresses concerns regarding administrative rules that govern school counselors and tenure questions pertaining to school counselors. Investigates noncompliance hiring applicable to school counselors working in K-12.

## **FACTS ABOUT TEACHER CERTIFICATION 2006-2007**

### **PROVISIONAL CERTIFICATE** – (Michigan’s initial teaching certificate)

- Issued following the successful completion of an approved elementary or secondary teacher preparation program, including student teaching.
- Issued based on the recommendation of a state-approved higher education institution or has demonstrated the completion of an approved teacher preparation program at an out-of-state institution of higher education.
- Issued based on valid CPR training certificate from the American Heart Association or American Red Cross (child and adult CPR with First Aid training).
- Issued after passing all components of the Michigan Test for Teacher Certification (MTTC), including the Basic Skills test (reading, writing, and math) and appropriate subject area examinations prior to recommendation for certification. Out-of-state applicants should only register based on MDE written advice.

No other teacher test is acceptable for Michigan certification; however, a Temporary Teacher Employment authorization (T2EA) may be issued to an out-of-state candidate for the purpose of employment before required teacher tests are passed if:

1. He/she holds a valid certificate in another state, meets all requirements for the Michigan certificate except passing the teacher tests, and has submitted a completed application, including all fee payments.
2. When all tests have been taken and passed, the Provisional certificate will be issued in a timely manner.

A certificate will be valid for up to 6 years during which the holder is expected to gain at least 3 years of successful teaching experience, and to complete at least 18 semester hours in a planned course of study as a prerequisite for the next level of certification.

### **Renewal of Provisional Certificate**

A Provisional certificate may be renewed if all of the requirements for the Professional Education certificate have not been met.

Each renewal is valid for up to 3 years.

First renewal requires completion of 10 semester hours in a planned course of study (will be reduced to 9 semester credits after the revised administrative rules are approved). Second renewal requires completion of 18 semester hours in a planned course of study. An additional 3-year renewal requires the sponsorship of the local school district or private school and approval of the Michigan Department of Education.

**Two-year Provisional Extension (Section 380.1531e – to be used with discretion – nonrenewable by statute)**

- Forfeits access to any opportunity for additional renewals of the Provisional certificate.
- Can only be issued if the initial Provisional certificate expired less than 10 years ago.
- Initiated by sponsorship of the employing school district or school.
- Must submit a plan of work from an approved teacher preparation institution along with the application.
- Must meet requirements for the Professional Education certificate at the end of the two-year period with no exception **or ineligible for employment as a certificated teacher.**

The Provisional certificate will be issued to all applicants who meet coursework requirements and pass the MTTC. Those who receive the Temporary Teacher Employment Authorization will **automatically** be issued the Provisional certificate once they take and pass the appropriate MTTC.

**PROFESSIONAL EDUCATION CERTIFICATE** – (Michigan’s advanced teaching certificate)

- Requires completion of 18 semester hours in a planned course of study after the issuance of an approved initial teaching certificate (or an approved master’s degree earned at any time), and 3 years of successful teaching experience.
- Must also meet the reading requirement (6 semester hours of teaching of reading or reading methods for elementary and 3 semester hours for secondary).
- Valid for up to 5 years.

**Renewal of Professional Education Certificate**

Must meet continuing education requirements.

- Must be renewed every 5 years by completing 6 semester hours at an approved teacher preparation institution or a state board-approved institution included in the *Directory of Michigan Institutions of Higher Education* (lists 4-year public institutions, 2-year public institutions, independent colleges and universities, and regionally accredited colleges or universities out of state) or 18 State Board-Continuing Education Units (SB-CEUs) or a combination of the two (3 SB-CEUs are equivalent to 1 semester hour of credit). Semester hour credits or SB-CEUs must have been completed within the 5-year period preceding the date of application and after the date of issuance of the previous certificate.

## **GUIDELINES FOR CERTAIN CANADIAN APPLICANTS**

Canadian applicants seeking Michigan certification who are both prepared and licensed/certified by the Ontario Ministry of Education and Training, New Foundland Department of Education, Quebec Ministère de l'Éducation, and/or Saskatchewan Education Teacher Services, must meet the following requirements:

- Possess a bachelor's degree or higher.
- Have successfully completed an approved teacher preparation program, including a directed/practice student teaching experience.
- Possess a valid license/certificate with specified grade level(s) and/or subject area endorsements.
- Pass the Michigan Test for Teacher Certification Basic Skills and appropriate subject area exams.
- Submit an official transcript of the teacher preparation program in English.

Canadian applicants who meet the following requirements will be exempt from the MTTC and will be issued the Professional Education certificate. The Michigan certificate will be issued for grade levels and subject areas comparable to the Canadian certificate. To receive the Professional Education certificate, the applicant must hold a valid Canadian teaching certificate and meet the following requirements:

- Have completed 3 years of successful teaching in a position within the validity of the Canadian certificate.
- Have completed, after his or her initial certification in Canada, at least 18 semester credit hours in a planned course of study at a recognized institution of higher education or has earned, at any time, a master's or higher degree.
- Have met Michigan's elementary or secondary, as applicable, reading credit requirement as established under administrative rule.

All other Canadian applicants will be required to follow the same application process as other foreign applicants for Michigan teaching certificates.

**The Michigan Department of Education reserves the right to request a course-by-course evaluation in cases where equivalencies are not clearly identified.**

### **INSTITUTIONS WITH PRELIMINARY APPROVAL**

The following Michigan institutions have received preliminary approval from the State Board of Education. This preliminary approval allows the institution to develop teacher preparation programs. Many institutions enter into partnership agreements with a fully approved institution so that candidates in a developing program may be recommended for certification by a mentoring institution.

<b>Institution</b>	<b>Partner for Certificate Recommendation</b>
Finlandia University 601 Quincy Street Hancock, MI 49930	Concordia University
Baker College 1050 West Bristol Road Flint, MI 48507	Madonna University
College for Creative Studies 201 East Kirby Detroit, MI 48202	Marygrove College
Miller College 450 North Avenue Battle Creek, MI 49017	Aquinas College

### **INSTITUTIONS WITH LIMITED PROBATIONARY APPROVAL**

This limited probationary approval allows the institutions to implement a Michigan K-5 elementary teacher preparation program for a limited number of candidates in two Michigan locations:

University of Phoenix  
Southfield Learning Center  
26261 Evergreen Road, Suite 500  
Southfield, MI 48076

Rochester College  
800 West Avon Road  
Rochester Hills, MI 48307

# Michigan Department of Education Endorsement Areas and Codes\*<sup>1</sup>

## January 2006

### **AX COMMUNICATION ARTS**

### **BX LANGUAGE ARTS**

BA English  
BC Journalism  
BD Speech  
BT Reading

BR Reading Specialist

### **RX SOCIAL STUDIES**

CA Economics  
CB Geography  
CC History  
CD Political Science

### **SOCIAL SCIENCE\*<sup>2</sup>**

CE Psychology  
CF Sociology  
CH Anthropology  
CL Cultural Studies  
CM Behavioral Studies

### **DX SCIENCE\*<sup>3</sup>**

### **DI INTEGRATED SCIENCE**

DA Biology  
DC Chemistry  
DE Physics  
DH Earth/Space Science

DP Physical Science

### **EX MATHEMATICS**

### **WORLD LANGUAGE**

FA French  
FB German  
FC Greek  
FD Latin  
FE Russian  
FF Spanish  
FG Other  
FH Italian  
FI Polish  
FJ Hebrew  
FL Japanese Language and Culture  
FR Chinese Language and Culture

### **BILINGUAL EDUCATION**

YA Bilingual French  
YB Bilingual German  
YC Bilingual Greek  
YE Bilingual Russian  
YF Bilingual Spanish  
YH Bilingual Italian  
YI Bilingual Polish  
YJ Bilingual Hebrew  
YK Bilingual Arabic

### **BILINGUAL EDUCATION (Con't.)**

YL Bilingual Other  
YM Bilingual Vietnamese  
YN Bilingual Korean  
YO Bilingual Servo-Croatian/Bosnian  
YP Bilingual Chaldean  
YR Bilingual Chinese  
YS Bilingual Filipino  
YT Bilingual Japanese

### **BUSINESS EDUCATION\*<sup>2</sup>**

GQ Business, Management, Marketing, and Technology  
GM Marketing Education

### **HX AGRISCIENCE AND NATURAL RESOURCES**

### **IX INDUSTRIAL TECHNOLOGY**

### **JX MUSIC EDUCATION\*<sup>4</sup>**

### **JQ MUSIC EDUCATION**

### **KH FAMILY AND CONSUMER SCIENCES**

### **LX ART EDUCATION\*<sup>5</sup>**

### **LQ VISUAL ARTS EDUCATION**

### **LZ VISUAL ARTS EDUCATION SPECIALIST**

### **HEALTH, PHYSICAL EDUCATION, RECREATION, AND DANCE**

MA Health  
MB Physical Education  
MD Recreation

MH Dance

### **MISCELLANEOUS**

NB National Board Certification  
ND Library Media  
NJ Environmental Studies  
NP Educational Technology  
NR Computer Science  
NS English as a Second Language  
NT Guidance and Counseling

### **OX FINE ARTS**

### **PX HUMANITIES**

PR Academic Study of Religions  
PS Philosophy

### **SPECIAL EDUCATION**

SA Cognitive Impairment  
SB Speech and Language Impairment  
SC Physical or Other Health Impairment  
SE Emotional Impairment  
SK Visual Impairment  
SL Hearing Impairment  
SM Learning Disabilities  
SP Physical Education for Students with Disabilities  
SV Autism

### **TX TECHNOLOGY AND DESIGN**

### **ZA EARLY CHILDHOOD EDUCATION\*<sup>6</sup>**

### **ZD MIDDLE SCHOOL\*<sup>6</sup>**

### **ZL MIDDLE LEVEL\*<sup>6</sup>**

### **ZG GENERAL EL K-5\*<sup>6</sup>**

### **CAREER AND TECHNICAL EDUCATION**

VH Vocational Family and Consumer Sciences

### ***Vocational Agriscience and Natural Resources Pathway***

VA Vocational Agriscience and Natural Resources

### ***Vocational Business, Management, Marketing, and Technology Pathway***

VB Vocational Business Services  
VM Vocational Marketing Education  
VZ Vocational Hospitality

### ***Vocational Health Sciences Pathway***

VS Vocational Health Sciences

### ***Vocational Engineering, Manufacturing, Industrial &***

### ***Technology Pathway/Vocational Arts and Communication Pathway***

VT Vocational Technical

### ***Vocational Human Services Pathway***

VC Vocational Child Care  
VE Vocational Cosmetology  
VF Vocational Law Enforcement/Fire Science  
VG Vocational Teacher Cadet

- \*1 Endorsement codes (e.g., BA, ZA) do not appear on Michigan teaching certificates.**
- \*2 Endorsements for the Social Science group (formerly CX), for the Business Education group (formerly GX), or for the Health, Physical Education, Recreation, and Dance group (formerly MX) are no longer program options.**
- \*3 The DX endorsement may not be offered to new candidates after the fall semester of the 2003-2004 academic year.**
- \*4 The JX endorsement may not be offered to new candidates after the fall semester of the 2006-2007 academic year.**
- \*5 The LX endorsement may not be offered to new candidates after the fall semester of the 2002-2003 academic year.**
- \*6 The “Z” codes are used only by teacher preparation institutions for recommending these grade levels to the Michigan Department of Education.**



## **NO CHILD LEFT BEHIND (NCLB) REQUIREMENTS FOR HIGHLY QUALIFIED TEACHERS**

The No Child left Behind Act of 2001 requires that all teachers of core academic subjects be highly qualified. Core academic subjects include English, reading, language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography (NCLB Section 9101).

### **Timeline for Compliance**

The timeline for meeting this requirement is contingent upon two elements: 1) the date of employment; and 2) whether the teacher is working in a program supported by **Title I funds (targeted assistance or schoolwide)**.

#### **NEW HIRE: TITLE I PROGRAM**

- If hired **after** the first day of school in the 2002-03 school year and working in a program supported with Title I funds (schoolwide or targeted assistance), the teacher must meet the requirements as a condition of employment.

#### **NEW HIRED: NON-TITLE I PROGRAM/BUILDING**

- If hired **after** the first day of school in the 2002-03 school year and **NOT** working in a program supported with Title I funds (schoolwide or targeted assistance), the teacher must meet the requirements by the end of the 2005-06 school year.

#### **EXPERIENCED TEACHERS: TITLE I PROGRAMS AND ALL OTHERS**

- If hired **before** the first day of school in the 2002-03 school year, the teacher must meet the requirements by the end of the 2005-06 school year, regardless of whether working in a program supported by Title I funds or not.

### **Note:**

1. The first day of school is defined as the first day of school that students report per the district school calendar.
2. New teachers trained at an approved Michigan teacher preparation institution and assigned in compliance with the validity of the certificate, will meet the definition of highly qualified because they are required to take and pass the Michigan Test for Teacher Certification Basic Skills test and appropriate subject area examinations.

## **NO CHILD LEFT BEHIND ACT – HIGHLY QUALIFIED TEACHER**

The No Child Left Behind Act (NCLBA) places requirements on public schools to employ only highly qualified teachers in instructional positions to teach the core academic subjects. NCLB defines the core academics as follows: English, reading, language arts, mathematics, science, history, geography, civics and government, economics, arts, and foreign languages. In doing so, the Act categorizes teachers as either new to the profession or teachers not new to the profession, and has different expectations for employment as well as timelines for compliance for these two groups.

Teachers new to the profession are those teachers who have not obtained state certification prior to 2002. For these teachers, they must meet the definition of a highly qualified teacher at the time of initial employment. A new teacher may be considered highly qualified with an earned bachelor's degree and after taking and passing all appropriate certification tests to obtain state certification. A new Michigan teacher with elementary certification should be considered highly qualified at the time of employment as a result of having completed an approved teacher preparation program including any appropriate testing. The new teacher is highly qualified for any assignment K-5.

Secondary teachers new to the profession may be considered highly qualified for any assignment within the validity of the teaching certificate. The highly qualified teacher designation for the new secondary teacher is the result of being required to complete a preparation program and having taken and passed the appropriate teacher certification tests as a condition for issuance of a teaching certificate. The secondary teacher may not be considered highly qualified for any assignment for which the teacher does not hold the appropriate teaching certificate with endorsements.

A teacher not new to the profession, certified before 2002, is required to demonstrate competence as a highly qualified teacher by the end of the 2005-2006 school year in order to be assigned to teach a core academic subject at the beginning of the next academic year. For the elementary teacher who is not new to the profession, the completion of an elementary teacher preparation program at an approved institution is considered evidence of the demonstration of competence and the teacher is designated as highly qualified for any K-5 teaching assignment. A teacher who does not hold a valid Michigan elementary teaching certificate or an endorsement to a valid certificate as an elementary teacher may not be considered to be highly qualified. An elementary teacher assigned to teach in a departmentalized middle school must meet the specific core academic subject requirements.

The NCLB provides several means for a secondary certified teacher to demonstrate competence. These include having earned an academic major in the core subject or have earned the equivalent semester credits to an academic major. An academic major requires the successful completion of 30 semester credits in a specific subject (36 for group). The teacher not new to the profession may also demonstrate competence by having earned a master's degree or higher in a core subject. Michigan also recognizes a master's degree in a program that supports the teaching of an academic subject where a connection may be made between the master's program and the teacher's deeper understanding of the subject matter. NCLB recognizes a teacher earning

National Board certification as a demonstration of competence by the teacher for a subject area or grade level.

The No Child Left Behind Act allows individual states to set high objective uniform state standards of evaluation as a process for teachers not new to the profession to demonstrate competence. The State Board of Education used the opportunity on April 24, 2003, to establish Michigan's high objective uniform state standards of evaluation (HOUSSE) as options for teachers to demonstrate competence. The State Board approved three HOUSSE options. These include the following:

1. Since the issuance of the Provisional certificate, the teacher has earned an additional 18 semester credits in a planned program from an approved teacher preparation program which can be shown to support the deeper understanding of the core academic subject the teacher teaches. A connection between the earning of semester credit and a deeper understanding of the subject is best made where the teacher was assigned to teach the subject at the time the semester credit was earned.
2. The teacher has at least 3 years of teaching experience and since April 24, 2003, has engaged in 90 contact hours of professional development in the core academic subject or has taken and passed an additional 6 semester credits in the core academic subject.
3. The teacher may submit a professional portfolio as evidence for the demonstration of competence in a specific subject. The professional portfolio must address the years of experience teaching the subject; semester credit taken in the core academic subject; professional development engaged in during the past 5 years focused on the teaching of the core subject; evidence of service to the teaching of the core subject. Under this option teachers are also allowed to elect a classroom observation conducted by a trained observer as a demonstration of competence.

The NCLB requires a school that receives Title I funds to provide individual written notification to parents when students are taught for more than four weeks by a teacher who has not yet been designated a highly qualified teacher. This applies only to core academic teachers in Title I buildings. The requirement first went into effect at the beginning of the 2002-2003 school year. Districts are also required to report once a year to the public the number of core academic classes taught by highly qualified teachers as well as the number of classes taught by teachers not designated as highly qualified.

## **MICHIGAN DEPARTMENT OF EDUCATION NO CHILD LEFT BEHIND FLEXIBILITY UPDATE**

The United States Department of Education (USDOE) released additional No Child Left Behind (NCLB) flexibility guidelines for highly qualified teachers on March 15, 2004. Michigan has been diligently working to implement the various provisions of NCLB by the 2005-2006 deadline. The new flexibility will allow Michigan to expand the number of teachers who will now meet the NCLB highly qualified requirements without additional coursework or testing.

### **New Flexibility**

#### **I. Rural Teachers**

- Approximately one-third – or almost 5,000 – of all school districts in the United States are considered rural. As USDOE officials have traveled the country listening to teachers and state and district officials, they frequently have heard that the highly qualified teacher provisions of the No Child Left Behind law don't adequately accommodate the special challenges faced by teachers in small, rural districts. Often, the teachers in these areas are required to teach more than one academic subject. This new flexibility is designed to recognize this challenge and provide additional time for these teachers to prove that they are highly qualified.
- Under this new policy, teachers in eligible, rural districts who are highly qualified in at least one of the subjects that they are assigned to teach, will have three years from March 15, 2004, until June 30, 2007, to become highly qualified in the additional subjects they teach. They must also be provided professional development, intense supervision or structured mentoring to become highly qualified in those additional subjects. Eligible rural districts are those that have 600 or less average daily student enrollment or 10 or less persons per square mile **and** have either a US census designation of category 7 or 8.
  - Eligible rural teachers may also use the High Objective State-Standard of Evaluation (HOUSSE) options such as the content portfolio to demonstrate that they are highly qualified in other subjects that they are assigned to teach. This flexibility also applies to teachers who are new to the profession who are employed by eligible rural schools/districts.

#### **II. Science Teachers**

Science teachers, like rural teachers, are often needed to teach in more than one field of science. In science, where demand for teachers is so high, the USDOE is issuing additional flexibility for teachers to demonstrate that they are highly qualified.

- Now, states may determine – based on their current certification requirements – to allow science teachers to demonstrate that they are highly qualified in “broad field” science or individual fields of science (such as physics, biology, chemistry, or earth/space science).

- The MDE has determined that middle school and high school experienced/veteran and new teachers who hold the Science (DX) or the new Integrated Science (DI) endorsement based on having completed a major meet the NCLB highly qualified designation for each of the individual subjects covered by the endorsement. Those teachers who hold either endorsement based on having completed **a minor and have passed the Michigan Test for Teacher Certification** general science subject area examinations are also considered highly qualified under NCLB. Those teachers who hold the science endorsement based on having completed a minor, **but were not required to pass the MTTC general science test**, may take the MTTC test or use one of the NCLB or HOUSSE options for demonstrating that they are highly qualified to teach the science classes to which they are assigned.
- It is **inappropriate** to assign a teacher with an individual science subject endorsement such as chemistry, or biology to teach a general science class. Only a teacher with the general science (DX or DI) endorsement can be assigned to teach a general science class or course.

### III. Social Studies

Social studies teachers in Michigan either have the new Social Studies (RX) or Social Science (CX) endorsement. The Social Studies endorsement program replaced the Social Science endorsement program in 1995 with revised standards and is limited to four core academic subjects: history, geography, economics, and political science/government/ civics.

- The MDE has determined that middle and high school experienced/veteran and new teachers who hold the Social Studies (RX) endorsement based on having completed a major or minor meet the NCLB highly qualified designation for each of the individual subjects covered by that endorsement (these teachers are required to pass the MTTC social studies examination prior to certification/ endorsement). Those teachers who hold the Social Science (CX) endorsement based on having completed a major, which included content coursework in history, geography, political science, and economics are also highly qualified to teach in each of the subjects covered by that endorsement.
- Teachers who hold the Social Science (CX) endorsement based on having completed a minor must use one of the NCLB or HOUSSE options for demonstrating that they are highly qualified to teach the social science/social studies classes to which they are assigned.
- It is **inappropriate** to assign a teacher with an individual social studies or social science subject endorsement such as history or geography to teach a general social studies class. Only a teacher with the Social Studies (RX) or Social Science (CX) endorsement can be assigned to teach a general social studies class or course.

## **Additional Clarification from the MDE**

### **Special Education**

A middle or high school special education teacher who is appropriately certificated for his/her special education assignment and responsible for direct instruction in any of the core academic subjects may be considered highly qualified if he/she has taken and passed the MTTC general elementary education examination. Successful passage of the general elementary education examination provides the teacher an opportunity to demonstrate competence based on the academic content and achievement level of the special population served by the teacher. Current special education teachers with a secondary teaching certificate may also use the HOUSSE options to demonstrate competence as a special education teacher.

The special education teacher “new to the profession” who has taken and passed the MTTC general elementary education examination, in addition to other required endorsement examinations, may be considered to be highly qualified for an all subjects special education classroom assignment.

In December 2004, the Individuals with Disabilities Act (IDEA) was reauthorized as the Individuals with Disabilities Education Improvement Act (IDEIA). Secondary self-contained special education classroom teachers must demonstrate that they are highly qualified in each core academic subject that they teach. In Michigan, special education teachers who hold an elementary or secondary teaching certificate and have passed the Michigan Test for Teacher Certification general elementary test are considered highly qualified for assignment as a self-contained special education classroom teacher in grades K-12.

Experienced secondary or elementary certified special education teachers also have the option of using any of the other high objective uniform state standards of evaluation (HOUSSE) options as well as the newly developed MULTI-DISCIPLINARY portfolio. The multi-disciplinary portfolio is available on the MDE website at [www.michigan.gov/mde](http://www.michigan.gov/mde).

### **Elementary Teachers**

All Michigan elementary certified teachers (grade K-5) are considered highly qualified because of the rigor of the elementary programs offered by Michigan teacher preparation institutions. These programs are the equivalent of an academic major in elementary education.

### **Master’s Degrees That May be Used to Meet Highly Qualified Requirements**

The Master of Arts in Teaching (MAT), the Master of Arts in Curriculum and Instruction, Elementary Education, Secondary Education, Master’s in Educational Technology, or a master’s degree in the specific content area are appropriate for demonstrating that the teacher is highly qualified to teach the subjects to which he/she is assigned.

## **Master's Degrees That May Not Be Used to Meet Highly Qualified Requirements**

Master's degrees in education psychology, psychology, counseling, educational leadership/administration or other non-educational/content related degrees are not appropriate for meeting NCLB highly qualified requirements.

## **English as a Second Language (ESL) and Bilingual Education**

In accordance with NCLB, teachers of English language learners who provide instruction in core academic subjects must meet highly qualified requirements. In addition, teachers of English language learners who teach in instructional programs funded under ESEA Title III must be fluent in English and any other language in which they provide instruction, including having written and oral communication skills. These teachers must also hold the appropriate endorsement on their Michigan teaching certificates in either ESL or bilingual education.

## **Middle Schools**

A current middle school teacher assigned to teach a core academic subject based on a K-8 (all subjects) or 7-8 (all subjects) designation on his/her teaching certificate may use one of the NCLB provisions/options for demonstrating that he/she is highly qualified:

1. Take the MTTC subject area examination, or
2. Complete coursework that would be the equivalent of a major in the subject, or
3. Complete an advanced degree with a major in the subject area, or
4. Achieve National Board certification in appropriate subject and grade ranges, or
5. Meet one of Michigan's HOUSSE options.

## **Middle School Team Teaching**

Middle school teachers who are assigned to team teach can only teach subjects in which they hold an endorsement on their teaching certificate and meet NCLB highly qualified requirements.

## **Alternative Education**

The term "alternative education" is used widely throughout the state to offer different types of educational programs, usually to secondary students. In some instances, the programs are designed to assist students with behavior problems. In other instances, the programs are designed to help low-achieving students. Many times the low-achieving students would be learning at the elementary school level.

In the past, the MDE has allowed local districts to determine whether an elementary or secondary certified teacher would be appropriate to staff alternative education classes depending on whether the program being offered and the skill level of the students are at an elementary level or at the secondary level.

NCLB requires alternative education teachers to be highly qualified in the core academic subjects assigned to teach. **The MDE has determined that elementary certified teachers are highly qualified for assignment to a self-contained middle or secondary alternative education classroom that is taught at the elementary learning level. Secondary certified teachers with an endorsement in at least one of the core academic subjects can use the HOUSSE options, including the multi-disciplinary portfolio, to demonstrate that they are highly qualified to teach core academic subjects in the self-contained middle or secondary alternative education classroom that is taught at the elementary learning level.**

Middle school or secondary departmentalized alternative education classrooms in which graduation credit is earned must be staffed with appropriately certificated, endorsed, and highly qualified secondary teachers.



## MICHIGAN TEST FOR TEACHER CERTIFICATION (MTTC)

MTTC program information: [www.mttc.nesinc.com](http://www.mttc.nesinc.com)

MTTC Frequently Asked Questions: [http://www.michigan.gov/mde/0,1607,7-140-6530\\_5683\\_5857-116214--,00.html](http://www.michigan.gov/mde/0,1607,7-140-6530_5683_5857-116214--,00.html)

Online registration with credit card payment: [www.mttc.nesinc.com](http://www.mttc.nesinc.com)

Obtain printed 2006-2007 Registration Bulletin

Contact the test contractor: NATIONAL EVALUATION SYSTEM  
P.O. Box 660  
AMHERST, MA 01004-9001

TELEPHONE:  
(413) 256-2876, 9 a.m. – 5 p.m., Eastern Standard Time (Monday-Friday, excluding holidays)  
(800) 823-9225, Automated Information System available 24 hours daily  
Telecommunications Device for the Deaf (TDD): (413) 256-8032

### MTTC ADMINISTRATION SCHEDULE FOR 2006-2007

Test Date	Regular Registration Deadline	Late Registration Deadline (additional fee required)	Emergency Registration Deadline (additional fee required)	Score Report Date
<b>October 14, 2006</b>	September 8, 2006	September 22, 2006	October 6, 2006	November 13, 2006
<b>January 13, 2007</b>	December 1, 2006	December 22, 2006	January 5, 2007	February 9, 2007
<b>April 14, 2007</b>	March 2, 2007	March 23, 2007	April 6, 2007	May 11, 2007
<b>July 7, 2007</b>	May 25, 2007	June 15, 2007	June 29, 2007	August 3, 2007

MDE/MTTC frequently asked questions: web address: [http://www.michigan.gov/mde/0,1607,7-140-5229\\_5683-116214--,00.html](http://www.michigan.gov/mde/0,1607,7-140-5229_5683-116214--,00.html)

### Guidelines for Foreign Applicants

For applicants from other countries, a course-by-course evaluation of the transcript, including those in English, indicating the conversion of credits to U.S. equivalencies must be provided by one of the following recognized services:

**Int'l. Ed. Research Foundation, Inc.**  
P.O. Box 66940  
Los Angeles, CA 90066  
Telephone: 310-397-6276  
Fax: 310-397-7686  
e-mail: [IERF.CERF.NET](mailto:IERF.CERF.NET)

**World Ed. Services, Inc.**  
P.O. Box 11623  
Chicago, IL 60611-0623  
Telephone: 800-937-3898  
Fax: 312-222-1217  
e-mail: [INFO@WES.ORG](mailto:INFO@WES.ORG)

**Educational Credential Evaluators, Inc.**  
P.O. Box 92970  
Milwaukee, WI 53202  
Telephone: 414-289-3400  
Fax: 414-289-3411  
e-mail: [VAL@ECE-HOST.MHS.COMPUSESV.COM](mailto:VAL@ECE-HOST.MHS.COMPUSESV.COM)

## **CERTIFICATION FOR CAREER AND TECHNICAL (VOCATIONAL) EDUCATION TEACHERS**

Career and technical education is offered as either a part of the regular school curriculum (vocational/non-wage earning) for the education of students as a vocational/occupational wage earning program specifically designed to prepare students for employment in an occupational area.

**Interim Occupational Certificate (IOC)** (Replaced the Temporary Vocational Authorization in September 2004)

- Allows the holder to teach in state reimbursed and approved, vocational education classroom in the occupational area(s) in which he or she is endorsed.

### **IOC Requirements**

- Bachelor's degree
- Completion of an approved program in vocational teacher education (may also include a major or minor) in an occupational area.
- Two years (4,000) hours of recent and relevant work experience in an occupational area. See <http://www.michigan.gov/mde/0,1607,7-140-6530-583-6368-122634--,00.html>

### **Occupational Education Certificate Requirements**

- Completion of ten semester hours of vocational education credit from an approved teacher preparation institution or completion of a master's degree.
- Completion of three years of successful experience within the validity of the IOC.

### **Annual Vocational Authorization (AVA)**

- Issued to district when appropriately certificated vocational education teacher is not available.
- Valid for one year; may be renewed without posting the position for up to eight years; teacher must be annually completing coursework towards certification.
- If the district/school cannot find a person with an IOC to teach in the specific occupational area, the district may apply for an Annual Vocational Authorization for an individual who may or may not hold a bachelor's degree, but must have at least two years of recent work experience in this occupational area in which he or she will be assigned to teach.

## NONCERTIFIED/NONENDORSED TEACHERS

Part 4, State Special Permits, of the *Administrative Rules Governing the Certification of Michigan Teachers* authorizes the issuance of teacher permits to a school district or school that cannot find an appropriately certified teacher to fill a vacancy or for day-to-day substitute teaching assignments. Permits are valid only for the school year for which they are approved and expire on June 30.

### **The Substitute Permit**

This permit (also known as the **150-day permit**), authorizes a school district/school to employ a person who does not hold a valid Michigan teaching certificate, or one valid for the teaching assignment, as a substitute teacher on a day-to-day basis when the regular teacher is temporarily absent. The substitute permit **is not valid for any regular or extended teaching assignment**. Qualifications: 1) **completion of 90 semester hours of satisfactory credit**; 2) the credit must be consolidated at one four-year, regionally accredited college or university.

### **The Full-Year Permit (R 390.1142)\***

This permit authorizes a school district/school to employ a person who is not appropriately certified in a regular or extended teaching assignment. Qualifications: 1) **completion of a minimum of 120 semester hours of satisfactory credit, including 15 semester hours of professional education credit**, from an approved teacher preparation institution; 2) it must also be **verified** that an appropriately certified teacher was not available for the assignment.

### **The Emergency Permit (R 390.1145)\***

This permit authorizes a school district/school to employ a person who is not appropriately certified or who does not meet the requirements for a full-year permit in a regular or extended teaching assignment. It is issued only in **emergency situations when the lack of a teacher will deprive students of an education**. Qualifications: 1) **completion of a baccalaureate or higher degree** at a regionally or nationally accredited college or university; **OR current enrollment AND completion of at least 90 semester hours in an approved teacher preparation program**; 2) **the district/school must verify that an appropriately certified teacher OR a person who meets the requirements for a full-year permit is NOT available** for the teaching assignment identified as an “emergency” situation.

### **Section 1233b Permit**

Section 380.1233b **authorizes the employment of a noncertificated, nonendorsed teacher in the subject areas of COMPUTER SCIENCE, FOREIGN LANGUAGE, MATHEMATICS, BIOLOGY, CHEMISTRY, ENGINEERING, PHYSICS, and ROBOTICS**, in grades 9-12. However, the district/school must obtain a permit for compliance.

\*These requirements are subject to change with the approval of revised administrative rules (see the following website: [www.michigan.gov/teachercert](http://www.michigan.gov/teachercert)).

To qualify for a permit under this provision, the **candidate must:**

- Possess an earned **bachelor's degree** from an accredited postsecondary institution.
- Have a **major or graduate degree** in the field of specialization in which he or she will teach.
- Have, in the five-year period immediately preceding the date of hire, **not less than two years of occupational experience** in the field of specialization in which he or she will teach. Those who will teach in the area of foreign language are exempt from this requirement.
- In addition, the school district/school must verify that it has posted and advertised the position and was unable to find an appropriately certified teacher for the assignment.

The above conditions may be waived if the individual is continually enrolled and completing credit in a teacher preparation program and, by the second year of teaching, the teacher has passed the appropriate Michigan test for teacher certification.

**The Michigan Department of Education is required by the No Child Left Behind Act (NCLB) to annually reduce the number of teachers who have not been identified as highly qualified teachers. Toward this end, the Department will limit the number and types of emergency permits issued per year by reducing the previous year's total permits by 30 percent beginning September 2003. If a district employs a teacher under a full-year permit and that teacher is enrolled in a teacher preparation program and demonstrating adequate academic progress toward certification, the teacher must be provided a mentor and supervised by a university/faculty member in order to be considered highly qualified under NCLB. Completion of the certification program must not take longer than three years.**

## **PROFESSIONAL SCHOOL SUPPORT PERSONNEL**

In Michigan, school guidance counselors are issued the following credentials:

### **School Guidance Counselor Endorsement**

Is available as an additional endorsement (grades K-12) to those who hold a valid teaching certificate. It is added to either an elementary or secondary teaching certificate following the completion of an approved school counselor preparation program offered by a teacher preparation institution and by passing the Guidance Counselor subject area exam of the MTTC.

### **Preliminary Employment Authorization for School Guidance Counselor**

Is available to a candidate of a Michigan teacher preparation institution who has completed 34 semester hours of coursework in an approved school guidance counseling program and has passed the Guidance Counselor subject area exam on the MTTC. This authorization is valid for three years and is nonrenewable. During the three-year validity period, a person is expected to complete the remainder of any outstanding courses/practicum in order to be recommended for the school counselor endorsement or School Counselor License.

### **School Counselor License**

Is issued to an in-state or out-of-state candidate under the provisions of Section 380.1233(2)(b)(i) of the Revised School Code. Eligible in-state candidates must:

- Hold a master's or higher degree awarded after completion of an approved School Counselor Education program that includes at least all skills and content areas or their equivalent required by Michigan law.
- Work with an in-state university to complete an approved school counselor program after completion of a counseling or other advanced degree program.
- Has successfully completed the MTTC Guidance Counselor examination; **and** is recommended by an approved School Counselor Education program.

Under the provisions of Section 380.1233(2)(c)(i), the license will be issued to out-of-state candidates who have at least five years of successful experience serving in a school counseling role within the immediately preceding seven-year period; successfully passed the MTTC Guidance Counselor examination, and hold either a bachelor of science or bachelor of arts degree, and can provide a copy of the credential or approval document required by the state to serve in the school counseling role in which the counseling experience is documented.

This license is valid for 5 years and is renewable via the completion of 6 semester credit hours or 18 State Board-Continuing Education Units (SB-CEUs) or a combination of the two (3 SB-CEUs are equivalent to 1 semester credit hour).

### **Temporary School Counselor Authorization**

Is issued to out-of-state candidates who meet either the educational or experience requirement, but have yet to take and pass the required examination. This authorization is valid for one year only and is nonrenewable. Application is made directly to the Michigan Department of Education.

A recent change to administrative rule 390.661, has reinstated the opportunity for certificated school guidance counselors to attain tenure in their position after successfully completing a four-year probationary period. The rule change only affects school counselors who hold a valid Michigan teaching certificate.

For information regarding credentialing of school counselors (authorizations, endorsements, and School Counselor License), school counselor hiring/noncompliance issues, issues regarding tenure of school counselors and approved administrative rules that govern school counselors, please contact Ms. Beatrice M. Harrison at (517) 241-0046 or [HarrisonB@michigan.gov](mailto:HarrisonB@michigan.gov).

## **SCHOOL PSYCHOLOGIST CREDENTIALS**

### **Initial School Psychologist Certificate**

A Preliminary School Psychologist certificate is issued upon completion of an approved school psychologist program offered at an approved teacher preparation institution. This certificate is valid for a period of three years, during which the holder is expected to gain experience as a practicing professional and to complete all academic training program requirements. It may be renewed only once for an additional three years upon completion of not less than six semester hours of credit pertinent to school psychology, earned at an approved preparation institution.

### **Advanced School Psychologist Certificate**

A School Psychologist certificate is issued upon the completion of supervised work experience requirement and additional academic study. It is valid for five years and must be renewed upon completion of not less than six semester hours of credit from an approved institution or 18 State Board-Continuing Education Units (SB-CEUs) or a combination of both.

For more information regarding School Psychologist certification, please contact Rosheeda I. Whitthorne at (517) 241-2200.

## **PARAPROFESSIONAL SCHOOL SUPPORT PERSONNEL**

Any paraprofessional hired by the local education agency after January 8, 2002, and funded by Title I, Part A, must have a secondary school diploma or its recognized equivalent (GED) and meet one of the following qualifications:

1. Have completed at least 2 years of study (equivalent to 60 semester hours) at an institution of higher education; or
2. Have obtained an associate's (or higher) degree; or
3. Have met a rigorous standard of quality and can demonstrate, through a formal state or local academic assessment
  - a. Knowledge of, and the ability to assist in, instructing, reading, writing, and mathematics; or
  - b. Knowledge of, and the ability to assist in, instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

The State Board of Education has approved the use of the MTTC Basic Skills test, the ACT WorkKeys Assessment, and the ETS Parapro test for qualifying paraprofessionals.

For more information, contact Krista Ried at (517) 373-0699.

## **SCHOOL ADMINISTRATOR CONTINUING EDUCATION AUDITS**

Effective July 1, 1996, Section 380.1536 of the Revised School Code, authorization for the issuance and renewal of a school administrator certificate, was rescinded. However, Section 380.1246 mandates all current school administrators employed in your district/school as superintendent, principal, assistant principal, chief business official, or whose primary responsibility is administering instructional programs, comply with R 380.1201 regarding the School Administrator continuing education requirements. As amended, Section 380.1246, effective July 15, 2004, a new school administrator does not need to meet the continuing education requirement as a condition of initial employment. See the Legislative Update section of this manual for information regarding the new voluntary school administrator certification law. After July 1, 1999, a person employed as a school administrator must complete, within each 5-calendar-year period, a minimum of 6 semester credit hours at a State Board-approved institution or 18 State Board-Continuing Education Units (SB-CEUs), or a combination of both (3 SB-CEUs) are equivalent to 1 semester credit hour).

As of July 1, 2004, a random selection process will be used to identify individuals whose continuing education records/transcripts will be audited in the school administrator continuing education audits. School administrators who cannot document the acquisition of credits and/or units listed on the "Record of Continuing Education Credits for School Administrators" form will be considered in violation of Rule 380.1201 and, therefore, ineligible for continuing employment in that position.

For further assistance regarding specific planned audits or the monitoring of the School Administrator continuing education requirements for employment, please contact Rosheeda I. Whitthorne, Higher Education Consultant, at (517) 241-2200.



## QUALIFICATION FOR TEACHERS OF SEXUALITY EDUCATION

The endorsements which qualify teachers to teach health, thus qualifying them to teach sexuality education, include the (MA) Health, (MX) Health, Physical Education, Recreation and Dance combined, or (KH) Family and Consumer Science endorsements. This requirement applies to all middle school and high school teachers who teach sexuality education under a secondary teaching certificate. **The Michigan Department of Education clarifies this requirement as it pertains to the following teachers:**

- Biology or life science teachers continue to be qualified by their endorsements to teach those aspects of reproductive health that are detailed in the K-12 Science Standards. Local education agencies may define these classes as sexuality education classes for the purpose of review by the Sex Education Advisory Board, as detailed in Section 380.1507 of the Revised School Code.
- Special education teachers who teach sexuality education in self-contained settings shall be qualified on the successful completion of in-service training in sexuality education that is relevant to the developmental needs of their students.
- Teachers who are currently teaching sexuality education, but who do not have an appropriate endorsement, may be eligible for a permit to teach sexuality education under certain conditions as contained in the “Administrative Rules Governing the Certification of Michigan Teachers.”
- These qualifications apply to the teacher of record who has been assigned to implement this component of the district curriculum. The qualifications do not apply to guest speakers, since the teacher of record is ultimately responsible for ensuring that the content is consistent with state laws and district policies.

For further assistance regarding teachers of sexuality education, please contact Merry Stanford at (517) 241-1500.

## PROFESSIONAL PRACTICES

### **Criminal Records Check for Employment**

Sections 1230 and 1230a of the Revised School Code require school districts to conduct a State Police and Federal Bureau of Investigation criminal records check for all new teachers, school administrators, school counselors, school psychologists, school nurses, and school social workers employed. A person may be immediately employed if a criminal records check has been requested and the individual has signed an oath regarding their conviction status.

Additionally, Section 1230g, as amended, requires all school employees to be electronically fingerprinted between January 30, 2006, and July 1, 2008, for the purpose of undergoing a criminal history background check.

**A person may be employed prior to a criminal records check** because Section 1230 of the Revised School Code, allows for the **conditional employment** of a teacher, school administrator, school psychologist, or other personnel required to have State Board of Education certification or approval, **provided a criminal records check as been requested by the employment school district**. In addition, each new employee **must be required** to sign a statement indicating whether or not they have been previously convicted of a criminal offense. As identified on the Conviction Disclosure form, standard language for this statement has been approved by the Michigan Office of the Attorney General. Any deviation from the standard language **is not acceptable for this purpose**. A criminal records check **includes** misdemeanors, felony arrests, and convictions. New employees will not be required to list civil infractions such as minor traffic violations. A civil infraction does not require a person to be fingerprinted. It is recommended that the oath statement be placed on your school district's letterhead. This form is to be retained by the local district and **is not to be forwarded** to the Department of Education.

### **Criminal Records Checks of Substitute Teachers**

**Newly hired substitute teachers are required to have a criminal records check.** If a person is a substitute teacher in another district and a criminal records check has been conducted, it is not necessary to have a records check done again, providing the other district agrees to accept the shared information, and the prospective employee signs a release to allow the sharing of information.

### **Criminal Records Checks of Out-of-State Graduates or Certified Teachers**

If a district employs an out-of-state graduate or holder of a teaching certificate from out of state, it is still required to conduct a Michigan criminal records check which includes a federal criminal records check.

### **Procedures for Obtaining a Criminal Records Check**

Criminal records checks may be obtained as follows:

- Prospective employees may be advised by the district to contact one of the approved sites for a LiveScan criminal history check, or the school district may choose to run the LiveScan if the district has the equipment and is participating in the LiveScan program.
- The school district can schedule an on-site visit with IDENTIX by calling 1-866-226-2952.
- A fee of \$70 will be charged and is collected by IDENTIX.

### **School District Fingerprinting of New Employees**

If a school district wishes to fingerprint its own new employees, it **must contact the Michigan State Police, Central Records Division, at (517) 322-5531, for information.**

### **Fee for the Criminal Records Check**

- There will be a \$70 processing fee for a Michigan Department of State Police criminal records check.
- **Payment of the required fee may be made by a school district for an individual, but the district is not required to pay.**

### **Response Time for Criminal Records Checks**

Section 1230 of the Revised School Code requires a **30-day response time from the date the Michigan Department of State Police receives the request** for a criminal records check. **Any questions regarding a criminal records check should be referred directly to the Michigan Department of State Police by calling (517) 322-1956.**

### **Employment of an Educator Who Has Been Convicted**

Section 1230 of the Revised School Code requires that an individual's criminal background be checked, and it does prohibit the employment of individuals with a listed offense. **Certified individuals who have been convicted of offenses enumerated in MCL 380.1535a(1) and (2) must be brought to the attention of the Office of Professional Preparation Services** so that a determination can be made as to whether this individual's certificate could be suspended or revoked.

### **School Districts Requirement to Notify the State Board of Education of Convicted Teachers**

Sections 380.1535a and 380.1539b require the superintendents of public schools, board presidents, chief administrative officers of nonpublic schools, or presidents of school boards to notify the State Superintendent of Public Instruction of a certified teacher, school counselor, or any employee who is required to hold a State Board of Education approval or permit who has been convicted of any felony or certain misdemeanors as described in the statute.

**SCHOOL SAFETY LEGISLATION SUMMARY**  
(MCL 380.1230 – 380.1230h, MCL 380.1535a and MCL 380.1539b)

*Effective January 1, 2006*

The following requirements apply to local and intermediate school districts, public school academies and nonpublic schools:

- ***“School Safety Zone” prohibits individuals convicted of a “listed offense,” with some exceptions, from residing, working, or loitering within 1000 feet of school property [MCL 28.733 – 28.736].***
- The district shall not employ, in any capacity, an individual who has been convicted of a listed offense (a crime that requires registration as a sex offender).
- A district may employ an individual who has been convicted of a non-listed offense felony only if the superintendent and school board each specifically approve the employment or work assignment in writing.
- Not later than July 1, 2008, each individual who, as of January 1, 2006, is either employed full-time or part-time or is assigned to regularly and continuously work under contract, shall to be fingerprinted for the purpose of performing a criminal history background check.
- If a person who is employed in any capacity by the district, or has applied for a position, or has had an initial criminal history check, or is regularly or continuously working under contract in a district, shall report to the Michigan Department of Education and the school district that he or she has been charged with a crime enumerated in Section 380.1535a and 380.1539b, within 3 business days after being arraigned for the crime.
- If the employee does not report the charge or conviction, he or she is guilty of an additional crime. If the non-reported charge or conviction is a felony or listed offense, the person is guilty of a felony. If the non-reported charge is a non-listed offense misdemeanor, the person is guilty of a misdemeanor.
- If the employee does not report the charge or conviction, the district may discharge the person from employment or termination of his or her contract, following notice and the opportunity of a hearing. If a collective bargaining agreement is in effect as of January 1, 2006, and the agreement is not in compliance with the requirement, the district may not discharge a person for failing to report the charge or conviction until after the expiration of that collective bargaining agreement.
- The Department of Information Technology (DIT) will work with the Department of Education (MDE) and State Police to develop and implement an automated program that will compare the list of Registered Educational Personnel (REP) with the conviction information database. If a person on the REP has been convicted of a crime, the MDE is required to notify the district indicated on the REP as the employing district. Convictions for listed offenses will require immediate dismissal of the employee.

## SUSPENSIONS/REVOCATIONS

- Upon notification, the Office of Professional Preparation Services will review the criminal conviction and initiate administrative proceedings as determined by either law or administrative rule.
- Certificate holders or those who hold State Board approval are notified of the proceedings and their right to a hearing.
- It is a criminal offense to attempt to obtain employment as a teacher using a fraudulent certificate. Upon application for employment, each certificate should be reviewed for authenticity. Any discrepancies should be reported to the MDE.

## LISTED OFFENSE

- ***A "listed offense" is a crime that requires registration as a sex offender. "Listed offense" is defined in Section 2 of the Sex Offenders Registration Act. A "listed offense" includes any of the following:***
  - Accosting, enticing, or soliciting a child for immoral purposes.
  - Involvement in child sexually abusive activity or material.
  - A third or subsequent violation of any combination of engaging in obscene or indecent conduct in public, indecent exposure, or a local ordinance substantially corresponding to either offense.
  - First, second, third, or fourth degree Criminal Sexual Conduct (CSC).
  - Assault with intent to commit CSC.
  - If the victim is less than 18 years of age, the crime of gross indecency (except for a juvenile disposition or adjudication), kidnapping, sodomy, or soliciting another for prostitution.
  - Leading, enticing, or carrying away a child under 14 years of age.
  - Pandering.
  - Any other violation of a state law or local ordinance constituting a sexual offense against an individual less than 18 years of age.
  - An offense committed by a sexually delinquent person.
  - An attempt or conspiracy to commit one of the offenses listed above.
  - Any offense under the laws of the United States, any other state, or any other country or tribal or military law, that is substantially similar to a listed offense.

## Arraignment Disclosure Form

(School District or Non-Public School Name)

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
School Name (Please Print)

\_\_\_\_\_  
School District (Please Print)

\_\_\_\_\_  
Position (Please Print)

\_\_\_\_\_  
Date of Arraignment (Please Print)

Pursuant to Section 380.1230d of the Revised School code, I, hereby disclose that I was arraigned on the aforementioned date for the criminal offense of

\_\_\_\_\_  
in \_\_\_\_\_ Court, located in the State of \_\_\_\_\_,  
County of \_\_\_\_\_.

In signing this form, I acknowledge that I understand that failure to disclose this information is a violation of Section 380.1230d and can result in action being taken relative to my certification and/or employment.

In signing this form, I acknowledge that I understand that should I be convicted of or pled guilty or nolo contendere (no contest) nor am I the subject of a finding of guilt by a judge or jury, it is my responsibility to disclose to the court that I am employed by a school, public or non-public. I also understand that if I am subsequently not convicted of any crime after the completion of judicial proceedings resulting from that charge, I must request, in writing, that the Michigan Department of Education and the employing school/district delete the report from my records.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Send Form to:**

**Dr. Flora L. Jenkins, Director  
Office of Professional Preparation Services  
P.O. Box 30008  
Lansing, Michigan 48909**

**SCHOOL SAFETY LEGISLATION RESPONSIBILITIES**  
**of the**  
**PUBLIC AND NONPUBLIC SCHOOL**  
**ADMINISTRATORS AND SCHOOL/GOVERNING BOARDS**

<b>Non-Certificated Personnel</b>	<b>Action to be Taken</b>
Arraigned for a Misdemeanor Offense <b>not</b> enumerated in MCL 380.1535a and/or MCL 380 1539b	Legislation does not require notification to the Superintendent, the School Board, the Chief Administrator, or the Governing Board nor does it require any employment action to be taken.
Arraigned for a Misdemeanor offense (Non-Listed Offense) enumerated in MCL 380.1535a and/or MCL 380.1539b	Must receive the completed Arraignment Disclosure Form with a copy submitted to the Department of Education within 3 business days after being arraigned for the crime.
Arraigned for a Felony Offense (Non-Listed Offense) enumerated in MCL 380.1535a and/or MCL 380.1539b	Must receive the completed Arraignment Disclosure Form with a copy submitted to the Department of Education within 3 business days after being arraigned for the crime.
Arraigned for a Listed Offense enumerated in Section 2 of the Sex Offenders Registration Act, 1994 PA 295, MCL 28.722	Must receive the completed Arraignment Disclosure Form with a copy submitted to the Department of Education within 3 business days after being arraigned for the crime.
Misdemeanor Conviction <b>not</b> enumerated in MCL 380.1535a and/or MCL 380 1539b	Legislation does not require notification to the Superintendent, the School Board, the Chief Administrator, or the Governing Board nor does it require any employment action to be taken.
Misdemeanor Conviction (Non-Listed Offense) as enumerated in MCL 380.1535a and/or MCL 380.1539b	Must receive the completed State Court Conviction Disclosure Form. Legislation does not require the Superintendent, the School Board, the Chief Administrator, or the Governing Board to take any employment action.
Any Felony Conviction (Non-Listed Offense) as enumerated in MCL 380.1535a and/or MCL 380.1539b	Must receive the completed State Court Conviction Disclosure Form. The Superintendent and the School Board, or for the Nonpublic Schools, the Chief Administrator and the Governing Board must agree, in writing, to hire or retain the employee.
Conviction for a Listed Offense enumerated in Section 2 of the Sex Offenders Registration Act, 1994 PA 295, MCL 28.722	Must receive the completed State Court Conviction Disclosure Form. Employment is to be terminated.

**SCHOOL SAFETY LEGISLATION RESPONSIBILITIES**  
**ADMINISTRATORS AND SCHOOL/GOVERNING BOARDS (continued)**

<b>Certificated/State Board Approved Personnel</b>	<b>Action to be Taken</b>
Arraigned for a Misdemeanor Offense <b>not</b> enumerated in MCL 380.1535a and/or MCL 380 1539b	Legislation does not require notification to the Superintendent, the School Board, the Chief Administrator, or the Governing Board nor does it require any employment action to be taken.
Arraigned for a Misdemeanor offense (Non-Listed Offense) as enumerated in MCL 380.1535a and/or MCL 380.1539b	Must receive the completed Arraignment Disclosure Form with a copy submitted to the Department of Education within 3 business days after being arraigned for the crime.
Arraigned for a Felony Offense (Non-Listed Offense) enumerated in MCL 380.1535a and/or MCL 380.1539b	Must receive the completed Arraignment Disclosure Form with a copy submitted to the Department of Education within 3 business days after being arraigned for the crime.
Arraigned for a Listed Offense enumerated in Section 2 of the Sex Offenders Registration Act, 1994 PA 295, MCL 28.722	Must receive the completed Arraignment Disclosure Form with a copy submitted to the Department of Education within 3 business days after being arraigned for the crime.
Misdemeanor Conviction <b>not</b> enumerated in MCL 380.1535a and/or MCL 380 1539b	Legislation does not require notification to the Superintendent, the School Board, the Chief Administrator, or the Governing Board nor does it require any employment action to be taken.
Misdemeanor Conviction (Non-Listed Offense) as enumerated in MCL 380.1535a and/or MCL 380.1539b	Must receive the completed State Court Conviction Disclosure Form. Though, the Legislation does not require the Superintendent and the School Board or the Chief Administrator, and the Governing Board to take any employment action, it still requires notification to the Department of Education of the conviction.
Any Felony Conviction (Non-Listed Offense) as enumerated in MCL 380.1535a and/or MCL 380.1539b	Must receive the completed State Court Conviction Disclosure Form. Notification to the Department of Education of the conviction. The Superintendent and the School Board, or for the Nonpublic Schools, the Chief Administrator and the Governing Board must agree, in writing, to hire or retain the employee.
Conviction for a Listed Offense enumerated in Section 2 of the Sex Offenders Registration Act, 1994 PA 295, MCL 28.722	Must receive the completed State Court Conviction Disclosure Form. Notification to the Department of Education of the conviction. Employment is to be terminated.



**SCHOOL SAFETY LEGISLATION RESPONSIBILITIES**  
**of the**  
**MICHIGAN DEPARTMENT OF EDUCATION**

<b>Certificated/State Board Approved Personnel</b>	<b>Action to be Taken</b>
Arraigned for a Misdemeanor Offense <b>not</b> enumerated in MCL 380.1535a and/or MCL 380.1539b	Legislation does not require any action to be taken.
Arraigned for a Misdemeanor offense (Non-Listed Offense) as enumerated in MCL 380.1535a and/or MCL 380.1539b	Must receive the completed Arraignment Disclosure Form within 3 business days after being arraigned for the crime.
Arraigned for a Felony Offense (Non-Listed Offense) enumerated in MCL 380.1535a and/or MCL 380.1539b	Must receive the completed Arraignment Disclosure Form within 3 business days after being arraigned for the crime.
Arraigned for a Listed Offense enumerated in Section 2 of the Sex Offenders Registration Act, 1994 PA 295, MCL 28.722	Must receive the completed Arraignment Disclosure Form within 3 business days after being arraigned for the crime.
Misdemeanor Conviction <b>not</b> enumerated in MCL 380.1535a and/or MCL 380.1539b	Legislation does not require any action to be taken. Department will review the court documents.
Misdemeanor Conviction (Non-Listed Offense) as enumerated in MCL 380.1535a and/or MCL 380.1539b	Must receive the completed State Court Conviction Disclosure Form. Notification to the Certificate and/or State Board Approval Holder that his/her certificate and/or State Board Approval may be suspended or revoked and their right to a Hearing on the matter. If they don't avail themselves to a Hearing the Certificate and/or State Board Approval will be suspended.
Any Felony Conviction (Non-Listed Offense) as enumerated in MCL 380.1535a(1) and/or MCL 380.1539b(1)	Must receive the completed State Court Conviction Disclosure Form. Notification to the Certificate and/or State Board Approval Holder that his/her certificate and/or State Board Approval may be suspended or revoked and of their right to a Hearing on the matter. If they don't avail themselves to a Hearing the Certificate and/or State Board Approval will be suspended.
Conviction for a Listed Offense enumerated in Section 2 of the Sex Offenders Registration Act, 1994 PA 295, MCL 28.722 or an offense enumerated in MCL 380.1535a(2) or 1539b(2)	Must receive the completed State Court Conviction Disclosure Form. Notification to the Certificate and/or State Board Approval Holder that his/her certificate and/or State Board Approval is Summarily Suspended and of their right to request a Hearing on the matter.

**SCHOOL SAFETY LEGISLATION RESPONSIBILITIES**  
**of**  
**Certificated/State Board Approved Personnel**  
**(Teachers, School Psychologists, School Counselors, School Social Workers)**

<b>Certificated/State Board Approved Personnel</b>	<b>Action to be Taken</b>
Arraigned for a Misdemeanor Offense <b>not</b> enumerated in MCL 380.1535a and/or MCL 380.1539b	Legislation does not require any action to be taken.
Arraigned for a Misdemeanor offense (Non-Listed Offense) as enumerated in MCL 380.1535a and/or MCL 380.1539b	Must provide a completed Arraignment Disclosure Form within 3 business days after being arraigned for the crime to the School Superintendent/Chief Administrator and the Department of Education.
Arraigned for a Felony Offense (Non-Listed Offense) enumerated in MCL 380.1535a and/or MCL 380.1539b	Must provide the completed Arraignment Disclosure Form within 3 business days after being arraigned for the crime to the School Superintendent/Chief Administrator and the Department of Education. .
Arraigned for a Listed Offense enumerated in Section 2 of the Sex Offenders Registration Act, 1994 PA 295, MCL 28.722	Must provide the completed Arraignment Disclosure Form within 3 business days after being arraigned for the crime to the School Superintendent/Chief Administrator and the Department of Education.
Misdemeanor Conviction <b>not</b> enumerated in MCL 380.1535a and/or MCL 380.1539b	Legislation does not require any action to be taken.
Misdemeanor Conviction (Non-Listed Offense) as enumerated in MCL 380.1535a and/or MCL 380.1539b	Must provide the completed State Court Conviction Disclosure Form to the Department of Education and Superintendent or Chief Administrator. Failure to do so is a violation of the Law.
Any Felony Conviction (Non-Listed Offense) as enumerated in MCL 380.1535a(1) and/or MCL 380.1539b(1)	Must provide the completed State Court Conviction Disclosure Form to the Department of Education and Superintendent or Chief Administrator. Failure to do so is a violation of the Law.
Conviction for a Listed Offense enumerated in Section 2 of the Sex Offenders Registration Act, 1994 PA 295, MCL 28.722 or an offense enumerated in MCL 380. 1535a(2) or 1539b(2)	Must provide the completed State Court Conviction Disclosure Form to the Department of Education and Superintendent or Chief Administrator. Failure to do so is a violation of the Law.

### Conviction Disclosure Form

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ (Please Print)

Address \_\_\_\_\_ (Please Print)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ (Please Print)

School/District Name \_\_\_\_\_ (Please Print)

Position \_\_\_\_\_ (Please Print)

Pursuant to Section 380.1230a of the Revised School Code, I represent that (check all that apply):

\_\_\_\_\_ 1. I have not been convicted of, or pled guilty or nolo contendere (no contest) or is the subject of a finding of guilt by a judge or jury of any crime.

\_\_\_\_\_ 2. This is my initial disclosure, I have been convicted of, or pled guilty or nolo contendere (no contest) or am the subject of a finding of guilt by a judge or jury for the following crimes (*attach a separate sheet of paper to explain the criminal offense, date, court, city/state, and circumstances surrounding the conviction*):

_____ Felony	_____ Misdemeanor	Conviction for
_____ Felony	_____ Misdemeanor	Conviction for
_____ Felony	_____ Misdemeanor	Conviction for

\_\_\_\_\_ 3. This serves as disclosure of subsequent convictions for which I have been convicted of, or pled guilty or nolo contendere (no contest) or am the subject of a finding of guilt by a judge or jury for the following crimes (*attach a separate sheet of paper to explain the criminal offense, date, court, city/state, and circumstances surrounding the conviction*), and I understand that failure to disclose any subsequent convictions is considered to be a crime:

_____ Felony	_____ Misdemeanor	Conviction for
_____ Felony	_____ Misdemeanor	Conviction for
_____ Felony	_____ Misdemeanor	Conviction for

In signing this form, I understand and agree that:

4. If I have been convicted of a Listed Offense, my employment shall be terminated. I also understand that if I have been convicted of a felony, other than a listed offense, the superintendent, or chief administrator and the board or governing body must each approve, in writing, my employment or work assignment.

5. Until the criminal history report is received and reviewed by the employing school/district, I am regarded as a conditional employee and if the criminal history report is not the same as my representation(s) above, my employment contract is voidable at the option of the school.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# **Approved Sites for LiveScan Criminal History Check**

As of April 13, 2006, the following Intermediate School Districts (ISD), Educational Service Agency (ESA) or Regional Educational Service Agency (RESA) have LiveScan Equipment and are participating in the LiveScan Program:

**Berrien County ISD  
Genesee County ISD  
Ingham County ISD  
Livingston County ESA  
Macomb County ISD  
Monroe County ISD  
St. Clair County RESA  
VanBuren County ISD  
Washtenaw County ISD**

Please contact the Human Resources Department at the above listed ISD, ESA, or RESA to inquire about dates, times, and location.

If your school and/or district would like to schedule an on-site visit with IDENTIX, please call 1-866-226-2952.

Additional Sites will be added as they acquire the equipment and are approved by the Michigan State Police.

## NEW TEACHER INDUCTION/TEACHER MENTORING GUIDELINES AT A GLANCE

**Legislation:** Section 380.1526 of the Revised School Code – Requires all new classroom teachers in the first 3 years of classroom teaching experience to be mentored by one or more master teachers and be provided 15 days of intensive professional development.

**Michigan State Board of Education Position Statement:** *The SBE believes that the New Teacher Induction/Teacher Mentoring process is a cooperative arrangement between peers in which new members of the teaching profession are provided ongoing assistance and support by one or more skilled and experienced teachers. This relationship should be collegial in nature, and all experiences should be directed toward the development and refinement of the knowledge, skills and dispositions necessary for effective learning. This process is expected to be mutually beneficial for all parties involved and to result in improved instructional practice and professional performance.*

### Those Who Should be Included in New Teacher Induction/Mentoring:

NEW TEACHER IN FIRST 3 YEARS OF TEACHING	YES	NO	OPTIONAL	DISTRICT MAY REQUIRE/PROVIDE
New Teacher – new to the profession beginning Fall '94	x			
New Hire – 1 or more years of experience prior to Fall '94			x	x
New Hire – Transfer from private school or adult ed with more than 3 years of experience			x	x
New Hire – Out-of-state w/more than 3 years of experience			x	x
School Counselor – New to the profession	x			
School Librarian – New to the profession	x			
Speech Pathologist – New to the profession	x			
School Psychologist		x		
School Nurse		x		
School Social Worker		x		
Paraprofessional – New to the position	x	x		

Michigan Department of Education, in partnership with Michigan State University, has developed a robust set of materials to support beginning teachers. The Advocating for Strong Standards-Based Induction Support for Teachers (ASSIST) resources include information for the appropriate selection and preparation of mentors. These materials can be found at:

<http://assist.edu.msu.edu/ASSIST>

MDE Standards for Teacher Induction and Mentor Programs are available at:

[http://www.michigan.gov/mde/0,1607,7-140-6530\\_5683\\_5703---,00.html](http://www.michigan.gov/mde/0,1607,7-140-6530_5683_5703---,00.html)

**Formal Programs and Evaluation Tools:** Local teacher induction and mentor programs are to be formalized and aligned with the MDE standards. Annual evaluation tools need to be developed to collect program effectiveness data and survey beginning teachers' and mentors' satisfaction with program components.

**Training for Mentors:** All mentors should receive training for their role as mentor as outlined in the formal program developed at the local level. Utilizing professional development services

and partnerships with regional education service agencies and intermediate school districts is encouraged.

**Criteria for Selection of Teacher Mentors:**

<http://assist.educ.msu.edu/ASSIST/assistent/forexperienced.htm>

**Core Experiences for New Teachers:** Manages a class, engages communities, plans activities, leads discussions, accesses learning. Resources available at:

[http://assist.educ.msu.edu/ASSIST/ASSIST\\_NEW/index.php?tab=3](http://assist.educ.msu.edu/ASSIST/ASSIST_NEW/index.php?tab=3)

Additional resources and questions and answers available at:

[http://www.michigan.gov/mde/0,1607,7-140-6530\\_5683\\_5703---,00.html](http://www.michigan.gov/mde/0,1607,7-140-6530_5683_5703---,00.html)

For more information, contact Dr. Bonnie Rockafellow at (517) 373-7861; e-mail:

[RockafellowB@michigan.gov](mailto:RockafellowB@michigan.gov). Fax: (517) 373-0542

## PROFESSIONAL DEVELOPMENT FOR ALL TEACHERS

**Legislation:** Section 380.1527 – Requires school districts and public school academies to provide 5 days of professional development for all teachers in Michigan each year.

**Additional Requirement:** Professional development days provided under Section 380.1527 **shall not** be counted toward the professional development required under Section 380.1526.

**Professional Development Q and A:** [www.michigan.gov/mde/0,1607,7-140-5234\\_5683\\_5703--,00.html](http://www.michigan.gov/mde/0,1607,7-140-5234_5683_5703--,00.html)

### A Few Guidelines for the Professional Development that Qualifies for Michigan Legislative Requirements

March 2005

Does your planned professional development serve the purpose of increasing student learning?

Does your planned professional development align with your school improvement plan?

Is your professional development planned, ongoing, and intensive?

Does the district in some way, such as time or cost, support this activity?

Examples of Activities	Does it Qualify as Professional Development Under Section 380.1526? (PD Days for New Teachers)	Does it Qualify as Professional Development Under Section 380.1527? (PD Days for All)
Staff Meetings	No	No (Unless the meeting is planned around topics of student learning, instructional strategies, or curricular content)
Curriculum Development Meetings, School Improvement Committees	Yes (If you can respond affirmatively to the questions shown above)	Yes (If you can respond affirmatively to the questions shown above)
Study Groups, Action Learning, Lesson Study, Study of Student Work	Yes (If you can respond affirmatively to the questions shown above)	Yes (If you can respond affirmatively to the questions shown above)
Parent-Teacher Conferences	No	No
Athletic Coaching Clinics	No	No



Examples of Activities	Does it Qualify as Professional Development Under Section 380.1526? (PD Days for New Teachers?)	Does it Qualify as Professional Development Under Section 380.1527? (PD Days for All)
Teacher Planning Time Other than Team Planning	No	No
Records Day	No	No
Conferences/Workshops Onsite	Yes (If it is relevant to the new teachers' classroom needs) (unless it is already being counted under 1527)	Yes (If you can respond affirmatively to the questions shown above)
Conferences/Workshops at Off-site Location	Yes (If it is relevant to the new teachers' classroom needs) (unless it is already being counted under 1527)	Yes (If you can respond affirmatively to the questions shown above)
Sessions Dedicated to Qualifying for NCA Accreditation	Yes (If it is addressed in a PDP)	Yes (If you can respond affirmatively to the questions shown above)
University or College Class	Yes (If the district pays for it or provides release time and it is relevant to the classroom needs of the new teacher)	Yes (If the district pays for it and you can respond affirmatively to the questions shown above)
Mentoring of the New Teacher	Yes (In the case of the new teacher being inducted or mentored)	Yes (In the case of the veteran teacher providing formal mentoring)
Student Teacher Supervision or Cooperating Teacher to a Student Teacher	N/A (Teachers in their first 3 years in the teaching profession do not usually serve in this role)	Yes (If the district pays for it, and you can respond affirmatively to the questions shown above)

Michigan Department of Education  
Office of Professional Preparation Services

For information about Section 380.1527, Professional Development, contact (open position) at (517) 335-1151.

For information on Section 380.1526, Induction and Mentoring, contact Dr. Bonnie Rockafellow at (517) 373-7861 or [RockafellowB@michigan.gov](mailto:RockafellowB@michigan.gov)

AUTHORITY: Section 1526 of  
Public Act 289, 1995  
COMPLETION: Voluntary

Michigan Department of Education  
OFFICE OF PROFESSIONAL PREPARATION SERVICES  
P.O. Box 30008, Lansing, Michigan 48909

Direct questions regarding this form to  
Dr. Bonnie Rockafellow at 517-373-7861.

**ANNUAL RECORD OF PROFESSIONAL DEVELOPMENT FOR BEGINNING TEACHERS**

**GENERAL INSTRUCTIONS:** This form should be completed annually for each beginning teacher and signed and dated by the building principal or individual with school district authority for professional development. Each year a copy of this form should be placed in the school district personnel file and a copy provided to the teacher for their portfolio/personal record. The form must be completed for each of a teacher's first three (3) years, but may continue to be used for additional years, at the school district's discretion, for recording professional development. (Please type or print. Make additional copies of this form as needed.)

☐ This Form is a Worksheet to be completed and retained by the school district. **DO NOT return this form to the Michigan Department of Education.**

NAME OF TEACHER \_\_\_\_\_ SOCIAL SECURITY NUMBER OF TEACHER \_\_\_\_\_

NAME OF SCHOOL DISTRICT WHERE EMPLOYED \_\_\_\_\_

NAME OF SCHOOL WHERE ASSIGNED \_\_\_\_\_

NUMBER OF YEARS AS A CONTRACTUAL TEACHER (1st, 2nd or 3rd) \_\_\_\_\_ SCHOOL YEAR HIRED \_\_\_\_\_

NUMBER OF YEARS WITH THE CURRENT SCHOOL DISTRICT \_\_\_\_\_

MENTOR ASSIGNED FOR THE CURRENT YEAR \_\_\_\_\_ CURRENT SCHOOL YEAR 20\_\_ -- 20\_\_

NAME \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

POSITION/STATUS (teacher, university faculty, retired teacher) \_\_\_\_\_

EMPLOYER \_\_\_\_\_

**PROFESSIONAL DEVELOPMENT ACTIVITIES/EXPERIENCES**

DATE	TITLE/ACTIVITY	PURPOSE/SKILL ADDRESSED	NUMBER OF HOURS ENGAGED

SIGNATURE OF SCHOOL DISTRICT AUTHORITY \_\_\_\_\_ SIGNATURE OF TEACHER \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

**U.S. DEPARTMENT OF EDUCATION**  
**Teacher-to-Teacher Initiative**

The Teacher-to-Teacher Initiative provides classroom teachers with an opportunity to experience online professional development in a manner convenient to the individual's schedule. The professional development activities include teaching algebra, reading in the content areas, differentiated instruction, turning data into information, and much more. For those teachers required to periodically renew a teaching certificate, the Teacher-to-Teacher professional development activities will qualify for continuing education units.

Before completing these professional development offerings, Michigan educators should work with their local administrators to ensure these learning activities are approved to contribute to their professional growth plan, aligned with the school improvement plan or will assist in their pursuit of Highly Qualified status. The Teacher-to-Teacher courses should relate to one or more of Michigan's curricular standards or Grade Level content Expectations which can be found at: [http://michigan.gov/documents/MichiganCurriculumFramework\\_8172\\_7.pdf](http://michigan.gov/documents/MichiganCurriculumFramework_8172_7.pdf) and [http://michigan.gov/mde/0,1607,7-140-28753\\_33232---,00.html](http://michigan.gov/mde/0,1607,7-140-28753_33232---,00.html).

If Michigan educators are interested in acquiring SB-CEUs for their work, they should secure an E-Learning certificate of completion for each session they complete on which the number of hours are indicated. Each of the completion certificates should be submitted to MDE with their application at the time of certificate renewal. (10 session hours equal 1 SB-CEU)

## STATE BOARD-CONTINUING EDUCATION UNIT (SB-CEU) PROGRAM

### 1. What are SB-CEUs?

State Board-Continuing Education Units (SB-CEUs) are State Board approved inservice, workshop, training, or conference credits that are used for the renewal of selected certificates issued by the Michigan Department of Education. SB-CEUs are calculated by dividing the total number of contact or instructional hours by the number 10. Thus, an 8-hour session would be eligible to receive a maximum of eight tenths (.8) of an SB-CEU.

### 2. Non-Traditional Activities Eligible to Receive SB-CEU Credit

In addition to traditional workshops, seminars, training, and conferences, nontraditional professional development activities, such as those listed below are also eligible to receive SB-CEU credit, if approval is received:

- a. Serving as a mentor teacher (must be preapproved via an SB-CEU sponsor)
- b. Serving as a supervising teacher (must be preapproved via an SB-CEU sponsor)
- c. Serving as a supervising school psychologist (must be preapproved via an SB-CEU sponsor)
- d. Serving on a State Board appointed advisory committee (must be preapproved via an SB-CEU sponsor)
- e. Serving on an approved accreditation review and/or site visit team (contact approved accrediting organization)
- f. Serving on a school or school district's PA 25 School Improvement Team (must be approved via an SB-CEU sponsor)
- g. Completion of the portfolio component of the National Board for Professional Teaching Standards (9 SB-CEUs)
- h. Completion of the certification process and being awarded certification from the National Board for Professional Teaching Standards (9 SB-CEUs)

Program approval for the aforementioned activities must meet the same 30-day timeline for submitting a program approval application as do traditional workshops, seminars, etc. Program approval applications must be received via an approved SB-CEU sponsor.

### 3. Approved Sponsors ([www.solutionwhere.com/mi\\_sbceu](http://www.solutionwhere.com/mi_sbceu))

Only approved sponsors may apply to the MDE for approval to offer training and/or conferences for SB-CEUs. A complete listing of approved sponsors can be found at [www.solutionwhere.com/mi\\_sbceu](http://www.solutionwhere.com/mi_sbceu).

Individuals and private vendors may not submit SB-CEU program approval applications directly to the MDE. They may, however, have their program approved through an "approved sponsor."

4. Who is eligible to use SB-CEUs for certificate renewal?

Individuals who hold the following certificates are eligible to use SB-CEUs for certificate renewal every five years.

- a. The Professional Education certificate
- b. The Occupational Education certificate
- c. The School Psychologist certificate
- d. The School Guidance Counselor certificate

The above certificates require renewal every five years. The renewal requirement includes the completion of 6 semester hours of appropriate coursework through an approved institution, 18 SB-CEUs, or a combination of both. School administrators are required to complete 6 semester hours, 18 SB-CEUs, or a combination of both every 5 years for continued employment.

5. Significance of SB-CEU

Generic CEUs cannot be used toward renewal of a Michigan teacher or school psychologist certificate. Only state approved SB-CEU training counts toward certificate renewal. Training programs and/or conferences sponsored by either Michigan Virtual University (MVU) or by an authorized provider of the International Association for Continuing Education and Training (IACET) may be eligible for SB-CEUs via collaborative agreements between the Michigan Department of Education, Office of Professional Preparation Services, and both MVU and IACET.

6. SB-CEU Record Responsibility

Both the approved SB-CEU sponsor and the individual are responsible for record keeping. The sponsors are required to collect and maintain records of all eligible participants who request SB-CEU credit. Participants are responsible for maintaining certificates of completion for all SB-CEU programs for which credit was earned. The state of Michigan does not maintain a central registry of earned SB-CEU credit for participants. If the participant requires a duplicate copy verifying earned SB-CEU credit, it can be obtained from the SB-CEU program sponsor.

For more information, please contact Ms. Susan Koenigsknecht at (517) 241-4928 or e-mail [KoenigsknechtS@michigan.gov](mailto:KoenigsknechtS@michigan.gov).

## **GRANT PROGRAMS**

### **Title II, Part A Professional Development Competitive Grant Program**

The Title II, Part A grant program is a federally funded competitive grant program that offers assistance to higher education institutions to form partnerships with local districts for significant professional development projects. The projects must emphasize improvement of the preparation of teachers, strengthening the skills of teachers, and improvement of the quality of instruction in the core academic disciplines.

### **National Board for Professional Teaching Standards (NBPTS) Certification Application Grant Program**

National Board certification is based on a demonstration of the candidate's teaching practice as measured against high and rigorous standards. The MDE makes available subsidy grant awards to support National Board certification for teachers. These funds are awarded on a competitive basis and are to be used for the application fee to the National Board for Professional Teaching Standards.

Teachers who have earned National Board certification are eligible for an additional endorsement to their teaching certificate at no additional cost. The validity period of their Michigan teaching certificate will be concurrent to the validity period of the National Board certificate. The Michigan certificate fee is waived. Teachers who hold a Provisional teaching certificate will be advanced to the Professional Education certificate with no further academic requirements.

## **TITLE II, PART A (3) HIGHER EDUCATION PROFESSIONAL DEVELOPMENT COMPETITIVE GRANT PROGRAM**

### **Purpose of Program:**

Provides federal financial assistance to higher education institutions to form partnerships with high-need districts for significant projects designed to:

- Improve the preparation of teachers and principals;
- Strengthen the skills of teachers and principals; and
- Improve the quality of instruction and student academic achievement in the core academic disciplines.

### **Emphasizes High Quality Professional Development**

- Tied to challenging state content and student performance standards;
- Reflects recent research on teaching and learning;
- Includes strong academic content and pedagogical components;
- Incorporates effective methods and practices for meeting the educational needs of diverse student populations;
- Is of sufficient intensity and duration to have a positive and lasting impact on the teacher's performance in the classroom;
- Is part of the everyday life of the school and creates an orientation toward continuous improvement throughout the school.

### **Projects Address**

- The identified needs of specific districts to improve student academic achievement.

### **Eligible Applicants**

The College of Education and College of Arts and Science from Michigan public and independent higher education institutions are eligible to form a partnership with a high-need local district to apply for these grants on a competitive basis. An institution may apply for funding on behalf of a proposed cooperative project which involves local educational agencies, private industry, museums, libraries, educational broadcasting stations, public or private nonprofit organizations of demonstrated effectiveness.

For more information, contact (open position) at (517) 335-1157.

### **National Board for Professional Teaching Standards (NBPTS) Certification Application Grant Program**

National Board certification is based on a demonstration of the candidate's teaching practice as measured against high and rigorous standards. The MDE makes available subsidy grants to support National Board certification for teachers. These funds are awarded on a competitive

basis and are used to assist in the application fee to the National Board for Professional Teaching Standards. In addition, federal subsidy grant awards and, if available, Michigan subsidy grant awards are available to Michigan teachers to pay the cost of application.

For further information, contact Ms. Krista Ried at (517) 373-0699; e-mail: [RiedK@michigan.gov](mailto:RiedK@michigan.gov).



# ANNOUNCEMENT

The Michigan Department of Education announces the availability of awards to subsidize application for certification by the National Board for Professional Teaching Standards (NBPTS).

## **What is National Board Certification?**

National Board Certification is based on a demonstration of the candidate's teaching practice as measured against rigorous high standards. It is a symbol of commitment to excellence in teaching. A National Board certificate is a credential attesting that an individual has been judged by peers as one who is accomplished, makes sound professional judgments about student learning, and acts effectively on those judgments.

## **Who is eligible to apply?**

An individual is eligible to apply for a subsidy award for National Board Certification if, at the time of application, he/she holds a baccalaureate degree, is currently teaching and has taught for a minimum of three years and has held a valid state teaching license for those three years, or taught in a school recognized and approved by the state.

## **Funds Available:**

- State allocation funds for the 2006-2007 National Board Certification grant application program. (After October 1, 2006)
- Federal allocation for the 2006-2007 Candidate Subsidy Program of the National Board for Professional Teaching Standards

## **Distribution of Funds:**

- Grants of \$1,250 (federal funds and/or state funds, if available) will be awarded to eligible applicants who are selected through a competitive process and are identified on a first-come, first-served basis.

Application Deadline: December 1, 2006

For additional information and/or applications, contact:

Krista D. Ried, Higher Education Consultant  
Office of Professional Preparation Services  
Michigan Department of Education  
(517) 373-0699  
riedk@michigan.gov

[www.michigan.gov/teachercert](http://www.michigan.gov/teachercert) to download the application

**MICHIGAN DEPARTMENT OF EDUCATION  
OFFICE OF PROFESSIONAL PREPARATION SERVICES**

**2006-2007**

**National Board Certification Subsidy Grant Application**

The Michigan Department of Education (MDE) has received a subsidy grant from the National Board for Professional Teacher Standards (NBPTS) for the award of individual grants of \$1,250 toward the \$2,500 application fee for certification by the NBPTS. This award will be available to eligible applicants identified through a first-come, first-served basis.

**General information about National Board Certification:** National Board Certification is based on a demonstration of the candidate's teaching practice as measured against high and rigorous standards. It is a symbol of commitment to excellence in teaching. A National Board certificate is a credential attesting that an individual has been judged by peers as one who is accomplished, makes sound professional judgements about student learning, and acts effectively on those judgements. The "Question and Answer: What Every Teacher Should Know About the National Board Certification Process" can be ordered by calling **1-800-22-TEACH**.

**Offered on a voluntary basis, the advanced system of National Board Certification is organized around five core propositions:**

*Teachers are committed to students and their learning.*  
*Teachers know the subjects they teach, and how to teach those subjects to students.*  
*Teachers are responsible for managing and monitoring student learning.*  
*Teachers think systematically about their practice and learn from experience.*  
*Teachers are members of learning communities.*

**Based on these propositions, the National Board has developed advanced standards in the following certification fields: NATIONAL BOARD CERTIFICATION IN AN IDENTIFIED FIELD WILL ALLOW A TEACHER TO BE DETERMINED TO HAVE MET THE REQUIREMENTS FOR A HIGHLY QUALIFIED TEACHER AS DEFINED WITHIN THE NO CHILD LEFT BEHIND ACT OF 2001.**

*Early Childhood/Generalist (ages 3-8)*  
*Middle Childhood/Generalist (ages 7-12)*  
*Early Adolescence/English Language Arts (ages 11-15)*  
*Early Adolescence/Mathematics (ages 11-15)*  
*Early Adolescence/Science (ages 11-15)*  
*Early Adolescence/Social Studies-History (ages 11-15)*  
*Early and Middle Childhood/Art (ages 3-12)*  
*Early and Middle Childhood/English as a New Language (ages 3-12)*  
*Early and Middle Childhood/Literacy: Reading-Language Arts (ages 3-12)*  
*Early and Middle Childhood/Physical Education (ages 3-12)*  
*Early Adolescence through Young Adulthood/Career and Technical Education (ages 11-18+)*  
*Early Adolescence through Young Adulthood/Exceptional Needs (ages infant-21+)*  
*Early Adolescence through Young Adulthood/Art (ages 11-18+)*  
*Early Adolescence through Young Adulthood/English as a New Language (ages 11-18)*  
*Early Adolescence through Young Adulthood/Music (ages 11-18)*  
*Early Adolescence through Young Adulthood/Physical Education (ages 11-18+)*  
*Early Adolescence through Young Adulthood/World Languages Other Than English (ages 11-18)*  
*Adolescence through Young Adulthood/English Language Arts (ages 14-18+)*  
*Adolescence through Young Adulthood/Mathematics (ages 14-18+)*  
*Adolescence through Young Adulthood/Science (ages 14-18+)*  
*Adolescence through Young Adulthood/Social Studies-History (ages 14-18+)*  
*Early Childhood through Middle Childhood/Music (ages 3-11)*  
*Early Childhood through Young Adulthood/Library Media (ages 3-18)*

*Early Childhood through Young Adulthood/School Counseling (ages 3-18)*

Recipients of \$1,250 awards must also submit the NBPTS application by December 1, 2006.

**Priority will be given to applicants who:**

*Currently teach at least half time during the 2006-2007 school year  
Commit to teach for at least three years in a Michigan K-12 school(s)  
Commit to completing the NBPTS assessment process*

Should the number of applicants exceed the scholarships available, an equitable plan for selection of recipient will be put in force. Such selection may be based on Michigan geographic distribution of applicants, written responses to five NBPTS core propositions, willingness to mentor future applicants, and other criteria related to teaching practice deemed appropriate.

**All grant applications will be logged by date and time of submission and screened for eligibility by staff of the Office of Professional Preparation Services, Michigan Department of Education. Eligible applications will be reviewed. Grants will be awarded on a first-come, first-served basis. For additional information please call Ms. Krista D. Ried, Office of Professional Preparation Services, Michigan Department of Education, at (517) 373-0699.**

**Distribution of Funds:** State funds and federal subsidy funds will be combined to support awards of \$2,500 each to cover the entire application fee for National Board Certification.

**Under no circumstances will NBPTS consider the federal subsidy award as the initial payment required for application.**

If the grant subsidy recipient/applicant for National Board Certification fails to fulfill his/her obligation to ensure the remainder of the application fee for National Board Certification, or fails to complete the National Board assessment process, the recipient must repay the state portion (\$1,250) of the subsidy grant.

**Submission of Application for National Board Certification:** Each recipient of a subsidy award (combined state and federal subsidy or federal subsidy) is responsible for submitting their own application for National Board Certification to NBPTS prior to making application for a subsidy grant to complete eligibility for the award.

## RECIPROCITY/INTERSTATE AGREEMENTS

Michigan has reciprocity/interstate agreements with states indicated below, based on the NASDTEC Interstate contract. However, Michigan currently employs an “open door” policy to issue a comparable certificate to the holder of a valid teaching certificate from another state. Those with less than three years of teaching experience must take and pass all required certification tests.

State	Reciprocity Agreement	State	Reciprocity Agreement
Alabama	✓	New Hampshire	✓
Alaska	✓	New Jersey	✓
Arizona		New Mexico	✓
Arkansas	✓	New York	✓
California	✓	North Carolina	✓
Colorado	✓	North Dakota	✓
Connecticut	✓	Ohio	✓
Delaware	✓	Oklahoma	✓
District of Columbia	✓	Oregon	✓
Florida	✓	Pennsylvania	✓
Georgia	✓	Rhode Island	✓
Hawaii	✓	South Carolina	✓
Idaho	✓	South Dakota	
Illinois	✓	Tennessee	✓
Iowa		Utah	✓
Kansas		Vermont	✓
Kentucky	✓	Virginia	✓
Louisiana	✓	Washington	
Maine	✓	West Virginia	✓
Maryland	✓	Wisconsin	
Massachusetts	✓	Wyoming	
Michigan		Dept. of Def. Dep. Schs.	
Minnesota		American Samoa	
Mississippi	✓	Fed. States of Micronesia	
Missouri		Guam	✓
Montana	✓	Northern Marianas	
Nebraska	✓	Puerto Rico	
Nevada	✓	Virgin Islands	

## LEGISLATIVE UPDATE

- 388.1619 (3) A district or intermediate district shall comply with all applicable reporting requirements specified in state and federal law. Data provided to the center, in a form and manner prescribed by the center, shall be aggregated and disaggregated as required by state and federal law.
- (4) Each district shall furnish to the center not later than 7 weeks after the pupil membership count day, in a manner prescribed by the center, the information necessary for the preparation of the district and high school graduation report. The center shall calculate an annual graduate and pupil dropout rate for each high school, each district, and this state, in compliance with nationally recognized standards for these calculations. The center shall report all graduation and dropout rates to the senate and house education committees and appropriations committees, the state budget director, and the department not later than June 1 of each year.
- (5) A district shall furnish to the center, in a manner prescribed by the center, information related to educational personnel as necessary for reporting required by state and federal law.
- (6) If a district or intermediate district fails to meet the requirements of subsection (2), (3), (4), or (5) the department shall withhold 5% of the total funds for which the district or intermediate district qualifies under the act until the district or intermediate district complies with all of those subsections. If the district or intermediate district does not comply with all of those subsections by the end of the fiscal year, the department shall place the amount withheld in an escrow account until the district or intermediate district complies with all of those subsections.
- 380.1236a (1) The board of a school district or intermediate school district may enter into a contract with a person or entity to furnish substitute teachers to the school district or intermediate school district as necessary to carry out the operations of the school district or intermediate school district.
- (2) A contract entered into under this section shall include the following provisions:
- (a) Assurance that the person or entity will furnish the school district or intermediate school district with qualified teachers in accordance with this act and rules promulgated under this act.
- (b) Assurance that the person or entity will not furnish to the school district or intermediate school district any teacher who, if employed directly by the

school district or intermediate school district, would be ineligible for employment by the school district or intermediate school district as a substitute teacher under this act.

- (c) A description of the level of compensation and fringe benefits to be provided to employees of the person or entity who are assigned to the school district or intermediate school district under the contract.
  - (d) A description of the type and amounts of insurance coverage to be secured and maintained by the person or entity and the school district or intermediate school district under the contract.
  - (e) Assurance that the person or entity, before assigning an individual to serve as a substitute teacher in the school district or intermediate school district, will comply with sections 1230 and 1230a with respect to that individual to the same extent as if the person or entity were a school district employing the individual as a substitute teacher and will provide the board of the school district or intermediate school district with the criminal history record information obtained under section 1230 and with the results of the criminal records check under 1230a. The department of state police shall provide information to a person or entity requesting information under this subdivision to the same extent as if the person or entity were a school district making the request under section 1230 or 1230a.
- (3) A school district or intermediate district that contracts with a person or entity to furnish substitute teachers under this section may purchase liability insurance to indemnify and protect the school district or intermediate school district and the person or entity against losses or liabilities incurred by the school district or intermediate school district and person or entity arising out of any claim for personal injury or property damage caused the school district or intermediate school district, its officers, employees, or agents. A school district or intermediate school district may pay premiums for the insurance out of its operating funds. The existence of any policy of insurance indemnifying the school district or intermediate school district and person or entity against liability for damages is not a waiver of any defense otherwise available to the school district or intermediate school district in the defense of the claim.
- (4) As used in this section, “entity” means a partnership, nonprofit or business corporation, labor organization, limited liability company, or any other association, corporation, trust or other legal entity.

**SUMMARY INFORMATION FOR APPROVED SUPPLIERS OF FIRST AID  
AND CPR COURSEWORK FOR THE INITIAL CERTIFICATION OF  
MICHIGAN TEACHERS**

<b>Approved Supplier</b>	<b>Approved Programs</b>	<b>Program Components Needed</b>	<b>Location of Training Centers</b>	<b># Course Hours</b>	<b>Cost Range</b>	<b>Cards Needed</b>
American Heart Association	Heartsaver First Aid	First Aid	<u>American Heart Association Training Center</u>	Minimum 3 hours	\$25-\$50	Heartsaver First Aid
American Heart Association	Heartsaver First Aid with CPR & AED and Child CPR/AED	First Aid, Adult CPR/AED, Child CPR/AED	<u>American Heart Association Training Center</u>	Minimum 6.5 hours	\$50-\$80	Heartsaver First Aid with CPR & AED; Child CPR/AED
American Heart Association	Heartsaver CPR	Adult and Child CPR	<u>American Heart Association Training Center</u>	Minimum 3.5 hours	\$25-\$50	Heartsaver CPR
American Heart Association	Heartsaver AED	Adult CPR/AED and Child CPR/AED	<u>American Heart Association Training Center</u>	Minimum 4.0 hours	\$40-\$70	Heartsaver AED
American Heart Association	Healthcare Provider	Adult and Child and Infant CPR with AED	<u>American Heart Association Training Center</u>	Minimum 3 hours for renewals; Minimum 5 hours for new certificates	\$35-\$55	Healthcare Provider
American Red Cross	Community CPR and Standard First Aid	First Aid, Adult and Child CPR	<u>Red Cross Training Center</u>	Minimum 6.5 hours	\$70-\$90	Community CPR, Standard First Aid or Adult and Child CPR and First Aid
American Red Cross	Workplace CPR and First Aid	First Aid, Adult and Child CPR	<u>Red Cross Training Center</u>	Minimum 6.5 hours	\$70-\$90	Workplace CPR, Standard First Aid or Adult and Child CPR and First Aid

## **FIRST AID AND CPR REQUIREMENTS FOR THE INITIAL CERTIFICATION OF MICHIGAN TEACHERS**

- Required by legislation passed in June 2003, now Section 380.1531d of the Revised School Code.
- Requires that candidates recommended for certification after July 1, 2004, complete coursework in First Aid and CPR.
- This coursework may be offered by either the American Red Cross (ARC) or the American Heart Association (AHA). No other suppliers of this coursework are currently approved by the Michigan Department of Education.
- Teacher preparation institutions may offer ARC or AHA coursework if their instructors are approved by the ARC or AHA and candidates are given ARC or AHA cards indicating that they have successfully completed course requirements.
- Coursework must include first aid, adult CPR, and child CPR.
- Online courses are not acceptable – learning first aid and CPR requires demonstration and practice.
- Candidates are to provide the actual card(s) to the teacher preparation institution for photocopying. The institution will keep the copies with the candidates' academic records.

### **Excerpt from the Revised School Code Act 451 of 1976**

Section 380.1531d First aid and cardiopulmonary resuscitation; requirements for teacher certification.

Sec. 1531d. (1) Beginning July 1, 2004, the superintendent of public instruction shall not issue an initial teaching certificate to a person unless the person presents evidence satisfactory to the superintendent of public instruction that the person meets one of the following:

- (a) Has successfully completed a course approved by the department in first aid and cardiopulmonary resuscitation, include a test demonstration on a mannequin, and has successfully completed instruction approved by the department in foreign body airway obstruction management, and holds valid certification in these topics issued by the American Red Cross, American Heart Association, or a comparable organization or institution approved by the department.
- (b) Has physical limitations that make it impracticable for the person to complete the instruction and obtain the required certification under subdivision (a).

(2) A person who meets the requirements described in subsection (1)(a) and who performs first aid, cardiopulmonary resuscitation, or foreign body airway obstruction management on another person in the course of his or her employment as a teacher is not liable in a civil action for damages resulting from an act or omission occurring in that performance except an act or omission constituting gross negligence or willful and wanton misconduct.



- (1) This section does not create a duty to act on the part of a person who holds the certification described in subsection (1)(a).

## **IMPLEMENTATION OF SENATE BILL 327**

Effective July 1, 2007, satisfactory completion of a three-credit course of study with appropriate field experiences in the diagnosis and remediation of reading disabilities and differentiated instruction is required for ALL teachers holding a provisional teaching certificate.

- This course of study is required by legislation passed in April 2006, that amends Sec. 1531 of the Michigan School Code 1976 PA 451 (MCL 380.1531).
- Teachers applying for the renewal of a provisional certificate or for a professional certificate after July 1, 2007, must document completion of a three-credit course of study with appropriate field experiences in the diagnosis and remediation of reading disabilities and differentiated instruction.
- The course of study should include, but is not limited to, the following elements as determined by the department to be appropriate for the person's certification level and endorsements: interest inventories, English language learning screening, visual and auditory discrimination tools, language expression and processing screening, phonemics, phonics, vocabulary, fluency, comprehension, spelling and writing assessment tools and instructional strategies.
- Teacher preparation institutions may offer this required advanced reading course as part of the planned 18 credit hour program.
- Online courses must also have the appropriate field experiences.

## **Section 1531(4) of the Revised School Code 1976 PA 451 (MCL 380.1531)**

### **Additional Reading Credits**

- (4) Except as otherwise provided in this act, the superintendent of public instruction shall only issue a teaching certificate to a person who has met the elementary or secondary, as applicable, reading credit requirements established under superintendent of public instruction rule. If a person holds a teaching certificate, then beginning July 1, 2007, notwithstanding any rule to the contrary, the superintendent of public instruction shall not renew the person's provisional teaching certificate or advance the person's certification to professional certification unless the person, during the first 6 years of his or her employment in classroom teaching, successfully completes at least a 3-credit course of study with appropriate field experience in the diagnosis and remediation of reading disabilities and differentiated instruction. To meet this requirement, the course of study should include the following elements, as determined by the department to be appropriate for the person's certification level and endorsements: interest inventories, English language learning screening, visual and auditory discrimination tools, language expression and processing screening, phonemics, phonics, vocabulary, fluency, comprehension, spelling and writing assessment tools, and instructional strategies.
- Teachers applying for the renewal of a provisional certificate or for a professional certificate after July 1, 2007, must document completion of a three-credit course of study with appropriate field experiences in the diagnosis and remediation of reading disabilities and differentiated instruction.
  - The course of study should include, but is not limited to, the following elements as determined by the department to be appropriate for the person's certification level and endorsements: interest inventories, English language learning screening, visual and auditory discrimination tools, language expression and processing screening, phonemics, phonics, vocabulary, fluency, comprehension, spelling and writing assessment tools and instructional strategies.
  - Teacher preparation institutions may offer this required advanced reading course as part of the planned 18-credit-hour program.
  - Online courses must also have the appropriate field experiences.

## **Section 380.1531g**

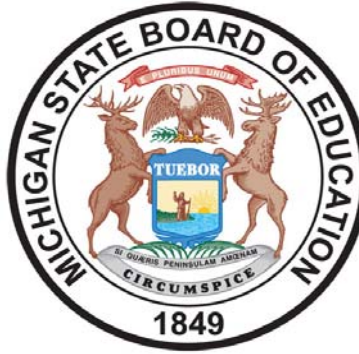
### **Sixth Grade Extension**

Notwithstanding any rule to the contrary, if an individual holds a valid Michigan secondary level teaching certificate, the individual is certified to teach grade 6 in the subject areas in which he or she has endorsements on the teaching certificate.

## Section 380.1536

### **Administrator Certification**

- (1) The state board shall develop a school administrator's certificate that may be issued to school district and intermediate school district superintendents, school principals, assistant principals, and other administrators whose primary responsibility is administering instructional programs. An individual is not required by this section to have a school administrator's certificate under this section or an endorsement under subsection (2) to be employed as a school administrator by a school district, public school academy, intermediate school district, or nonpublic school.
- (2) The state board also may develop appropriate certificate endorsements for school administrators, by elementary, secondary, and central office level.
- (3) The state board shall develop standards and procedures to implement this section. The standards and procedures shall address at least all of the following:
  - (a) The educational and professional experience requirements for a certificate or endorsement under this section.
  - (b) Continuing education requirements for periodic recertification. These requirements shall be consistent with the continuing education requirements under section 1246.
  - (c) Procedures for application for and issuance of certificates and endorsements under this section.
  - (d) Standards and procedures for suspension and revocation of a certificate. These standards and procedures shall be based on the standards and procedures for taking action against a person's teaching certificate under section 1535a.
- (4) The department shall consult and work with appropriate professional organizations, primarily organizations representing superintendents and building-level administrators, in developing the standards required under this section.
- (5) For the purposes of adding 1 or more enhancement or specialty endorsements for a school administrator's certificate, the department may recognize performance-based professional learning programs offered by established state professional organizations that represent school administrators described in subsection (1). These programs must be approved by the department based on alignment with state board-approved school administrator program preparation standards.
- (6) As used in this section, "established state professional organization" means an association that has served members on a statewide basis for at least 10 years.



#### **MICHIGAN STATE BOARD OF EDUCATION**

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#### **Michigan State Board of Education Statement of Compliance with Federal Law**

The Michigan State Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Michigan State Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

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